

INTERNSHIP APPLICATION

**LB487- for Liberal Arts students; 1-3 credits
(Grade: Satisfactory/Unsatisfactory only)**

Colorado State University
Interdisciplinary Liberal Arts Program
College of Liberal Arts C138 Clark
Fort Collins, CO 80523
Phone: (970) 491-5421
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Met w/ CSU Coordinator to re-view req's	
Completed this form	
Gave override: Reg for LB487	
Student mid-sem eval	
Supervisor mid-sem Eval	
Student final paper	
Student final resume	
Supervisor final eval	
Grade submitted	

NOTE: This form needs to be completed and returned at least one week *prior* to the first day of the semester. The internship must be done in the same semester in which you enroll for the credit.

Semester of Internship: _____

Internship start date (no earlier than 1st day of classes): _____

End date (no later than last day of classes): _____

Number of credits: _____

STUDENT INFORMATION (Please write legibly.)

Name _____ CSU ID# _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Class/Year _____ Major _____

INTERNSHIP SITE INFORMATION (Please write legibly.)

Sponsor (Organization) _____

Sponsor (Organization)Website _____

Address _____

City _____ State _____ Zip _____

Supervisor _____

Supervisor Work Phone _____ **Work Email** _____

****Need supervisor signature and number of expected work hours on back page****

Student, please answer, in detail and in complete sentences, the following questions (please type out your answers and attach to this Internship Application.)

1. Describe your internship in detail. What exactly will you be doing? What does the organization do? What are your primary responsibilities/activities? What type of instruction will you receive?
2. What do you hope to learn during your experience(s) that equates with what you would learn in a 400-level Liberal Arts class? Explain. Be sure your goals are clear, specific, and measurable.
3. What specific on-site internship activities and experiences will help you to achieve your goals? Explain.

***Student Responsibility:**

During the process of locating an internship, completing necessary paperwork, and actually working in the organization, students should remember that they represent Colorado State University and the department as well as themselves. A student who performs poorly or otherwise creates problems on the job not only jeopardizes his or her own standing with the organization and his or her grade for the internship but may jeopardize the opportunity for future students to work with the organization. In addition, prior to accepting an internship, students should clearly establish and understand the required job duties and terms of payment in consultation with the organization providing the internship. *While the student is on the job, he or she is under the supervision of the organization.*

***Workers' Compensation:**

*For off-campus internships, if the student receives **any** remuneration for the internship, including but not limited to pay, room, or board, the student is NOT covered by CSU workers' compensation but is covered by the hosting entity's workers' compensation or insurance.* If the student does not receive any remuneration for an off-campus internship, CSU workers' compensation covers the student. Students paid by non-University sources even though working in a University facility or engaged in University projects are not covered by CSU's workers' compensation. Students paid by CSU and working at CSU are covered by the University's workers compensation.

STUDENT AGREEMENT

In addition to the above goals and activities, the following also apply:

1. Student completes a mid-semester assignment (1-2 pages).
2. Student submits an updated resume at end of the internship.
3. Student completes an essay at the end of the internship (4-6 pages).
4. Student completes work requirements for internship (1 credit = 40 Work Hours)
5. Receive 1-3 credits for internship experience. Grading will be Satisfactory/Unsatisfactory.
6. Student understands and accepts employment and payment terms of organization providing the internship.
7. Student is not receiving/has not received college credit for any other course for the work performed here.
8. All information student provided in application is true and accurate to best of student's knowledge.

Student Signature _____ Date _____

CSU Internship Coordinator _____ Date _____

SPONSORING AGENCY AGREEMENT

1. Student's supervisor completes two brief evaluations: 1: mid-semester; 2: within one week of completion. Evaluations are requested via email by Kevin Foskin, Internship Coordinator, approximately one week prior to their requested due date.
2. The sponsoring agency agrees to provide responsible and reasonable local supervision of students assigned.

Internship Supervisor _____ Date _____

Number of expected total work hours for internship? _____