



THE UNIVERSITY OF TEXAS AT DALLAS  
School of Interdisciplinary Studies

**Internship Participant Contact Sheet and Checklist**

BIS 4V04\*\* and MAIS 5V04

**Date:** \_\_\_\_\_

**Semester:** Fall \_\_\_\_\_

**Credit Hours:** 3 \_\_\_\_\_

Spring \_\_\_\_\_

6 \_\_\_\_\_

Summer \_\_\_\_\_

Other \_\_\_\_\_

**Name:** \_\_\_\_\_

**UTD ID:** \_\_\_\_\_

**Current Address** (include City, State and Zip code): \_\_\_\_\_

\_\_\_\_\_

**Telephone Numbers** (day) \_\_\_\_\_ (evening) \_\_\_\_\_

**University email** \_\_\_\_\_

**Alternate email** \_\_\_\_\_

**Major and area of concentration:**

\_\_\_\_\_

**Type of Internship desired:**

\_\_\_\_\_

**If you already have a site or know of a specific place you would like to work, please list:**

\_\_\_\_\_

\_\_\_\_\_

**Please turn in this cover sheet to the Internship office or email it, along with:**

1. Internship Letter of Intent (use attached form or attach a separate sheet)
2. Current resume (optional)

3. Signed Supervisor Form (attached) or a letter from Internship site with needed information

Contact Information:

Dr. Susan Chizeck, Director of Internship Program

Phone: 972-883-2248, Email: [chizeck@utdallas.edu](mailto:chizeck@utdallas.edu)

**\*\*PLEASE NOTE THE BELOW\*\***

BIS 4V04 is an academic course taken for university credit. For this reason, you must pay for this course at the Bursar's office after you have registered. In addition, when you have been accepted at a site as an intern, have the site supervisor fill out the Supervisor form and/or send a letter on company letterhead to the Internship Director. This letter will need to state that the following:

- Your acceptance of the internship
- Supervisor Information, such as name, address, and company telephone number
- Position overview and duties
- Include compensation, if any

If you want to do any internship at your regular workplace, the letter must also mention the new things you will be learning. The Director will be happy to speak to them in person and answer any questions.

If you cannot email the form, return this form to HH 2.808 or mail to:

The University of Texas at Dallas

Interdisciplinary Studies Internship Program

c/o Susan Chizeck

800 W Campbell Road, HH30

Richardson, TX 75080



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**Internship Letter of Intent**

Use this form or attach a letter stating the information below:

- Reasons for wanting an Internship
- Statement of professional goals
- Description of relevant background experiences
- Add or attach current resume (optional, if you already have a position)
- Please describe any accessibility accommodation you might need to participate



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**Internship Supervisor Form**

BIS 4V04, MAIS 5V04

**Please provide the following information:**

**Supervisor Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Company website:** \_\_\_\_\_

**Student Intern duties & responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will the internship be paid or unpaid?** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

Please return to Internship Director, Susan Chizeck at [chizeck@utdallas.edu](mailto:chizeck@utdallas.edu).

