Internship Application

BIS 4V04\*\*

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

Semester: Fall \_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours: \_\_\_\_\_3 \_\_\_\_\_6 \_\_\_\_\_Other

Spring \_\_\_\_\_\_\_\_\_\_

Summer\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

University email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major and area of concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Internship desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you know a specific place you would like to work, please list:

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Please turn in this cover sheet to the Internship off ice along with:

1. 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
4. Completed Indemnification Form (attached)

\*\*PLEASE NOTE – 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.

When you have been accepted at a site as an intern, have the site supervisor fill out the Supervisor form or send a letter on company letterhead to the Internship Director. The letter will need to state that you are accepted as an intern, who your supervisor will be, the name, address, and telephone number of the company, what your duties will be, and what your compensation (if any) will be. 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.

Return this form to HH 2.110 or mail to:

Internship Program

c/o The University of Texas at Dallas

800 W Campbell Road, HH30

Richardson, TX 75080

Fax: 972-883-2440

E-mail: [chizeck@utdallas.edu](mailto:chizeck@utdallas.edu)

Consultation: Dr. Susan Chizeck, Director of Internship Program, 972-883-2248

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and that is incorrect. Be assured that your UTD records are protected from unauthorized disclosure by federal law.

Your Social security number (SSN) or UTD Identification number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your social security number or UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).