Seattle University
School of Education

Student Development Administration

Internship Application and Approval Form

Part 1 (To be completed by the applicant):

Name:_____ Phone: (W)_____ (H)_____

Address:_____

Applicant's e-mail address:_____

I request an internship that will be completed as follows:

Supervisor's Name:_____

College/University:_____

Department:_____

Address:_____

Supervisor's e-mail address:_____

Department Phone #:_____ Department Fax #:_____

Starting Date:_____ Ending Date:_____

Applicant's Signature:_____ Date:_____

Part 2 (To be completed by site supervisor and department director):

An important part of the requirements for a master's degree in Student Development Administration at Seattle University is three internships in appropriate college settings. Internships are planned cooperatively by the student, the site supervisor, and the university coordinator. This form verifies your willingness to provide an internship opportunity, exercise responsibilities as outlined herein, and to work cooperatively with the student and the university. We ask for approval signatures from the person who will be supervising the intern (site supervisor) and the department director (if applicable).

Approval signatures attest that:

- *The opportunity for an internship will be available in your department during the dates shown above; and that*
- *A staff member will provide intern supervision in cooperation with Seattle University faculty.*

No internship may begin until the applicant has developed a detailed Work Plan for the internship. The site supervisor and the Seattle University faculty coordinator must approve the Work Plan.

Responsibilities of Site Supervisors:

1. Meet with student to discuss feasibility of internship, review requirements, and discuss potential activities;

2. Complete Application and Approval Form, have it approved by the department's director (if applicable), and return it to the student;

3. Review the Work Plan and sign it, if it is satisfactory;

4. Meet with the student and the university coordinator at least once during the internship;

5. Write letter for student portfolio describing internship and accomplishments; and

6. Complete the Internship Evaluation Form and return it to the university coordinator.

Qualifications of Site Supervisor:

Highest Degree Earned and Institution Granting It: _____

Years in Current Position: _____

Other Key Professional Experiences: _____

Please check one of the following and sign below:

☐ We will not be able to provide an internship for this applicant at this time.

☐ This department will provide an internship as described above.

☐ We will provide the internship subject to the following conditions:

_____

Site Supervisor's Name (please print) Title

_____

Site Supervisor's Signature Title Date

_____

Site Director's Signature Title Date

Return form to student. Student will return form to university coordinator.