

OAKLAND UNIVERSITY COMMUNICATION PROGRAM

INTERNSHIP APPLICATION FORM

Date: _____ Academic Term: _____ Grizzly Number: _____

Name: _____

Address: _____

Telephone: (Home) _____ (Cell) _____ Email: _____

Email Address: _____ Is this your first or second internship: _____

Class Standing: Junior ____ Senior ____ Overall GPA ____ GPA in the major ____

Students must visit Career Services to have their resume and cover letters reviewed. Please list the name of the person who reviewed your materials and the date you visited Career Services:

What type of internship are you interested in? Be specific.

What are your goals for the internship? Be specific.

→ **IMPORTANT NOTE:**

(1). Because the on-site internship supervisor assists in determining the student's grade, internships with family members, friends, or those with whom the student has had or currently has a romantic relationship are prohibited.

(2). Students may not repackage their current job into an internship experience or do an internship for their current employer or on their employer's time. The internship must be a new experience for the student.

(3). Students may not gain credit for an internship that students previously completed without approval and/or oversight.

(4). It is the student's responsibility to seek out and be aware of the employer's and OU's policies and procedures.

(5). This internship must be conducted under the direct supervision of the on-site internship supervisor in an office setting ("field work" or unsupervised work cannot be approved).

(6). It is the student's responsibility to ensure that all affairs are in order to secure credit for the internship. The communication internship director's approval of an internship does not mean that the student will receive credit or a passing grade for the internship. Reasons why credit or a passing grade may not be granted include, but are not limited to: failure to comply with the employer's or OU's policies and procedures, inappropriate behavior at the workplace, being fired from the job, or any dishonest behavior related to the internship.

→ By signing this form, I am attesting that I have read the important note, I will not violate the indicated policies, and that the information I have provided above is true and accurate.

Student's Name

Date