

## **PRIOR TO & NECESSARY INFORMATION FOR REPORTING AN INTERNSHIP**

***When you report an internship through our office, for credit or not, you are eligible to be nominated for our annual Intern of the Year award! So always report your internship!***

### **Students should take the following steps:**

1. Contact your ***faculty advisor*** to verify requirements for your major.
  - Do you need an internship? If so, how many hours, etc.
  - Who will be your internship advisor for this course?

### **Have you met your pre-requisites?**

- **2.75 GPA**
- **30 semester hours completed**

***If either of these have not been met, you will need special permission from your faculty internship advisor in order to proceed.***

2. Contact your ***internship advisor***. Be sure you discuss the following items:
  - Is your financial responsibility statement completed?
  - Is your Internship within your major?
  - What is the internship Course Code?
  - Is the internship for credit? Non-credit?
  - Will you be in Overload?  
*\*If over 18 semester hours, faculty internship advisor must fill out overload form.*
  - What are 3 learning objectives you hope to gain through this internship?  
*\*Use job description to help guide you.*
  - What assignments go along with this internship?

You and your site supervisor will receive an email with a link to complete a brief **MIDTERM** and **FINAL EVALUATIONS**.

## **INFORMATION NEEDED TO REPORT AN INTERNSHIP**

### **STUDENT INFORMATION**

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Name  
Student ID  
UF Email  
Address  
Phone  
Graduation Year  
Major  
Cumulative GPA  
Emergency Contact and Relation to Student  
Emergency Contact Phone  
Do you have personal health insurance (through parents, employer, other?)

### **EMPLOYER INFORMATION**

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Company Name  
Site Supervisor Title  
Site Supervisor Name  
Work Site Address (not company address)  
Site Supervisor Email  
Site Supervisor Phone  
Company Website

### **INTERNSHIP/CO-OP INFORMATION**

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Position Title  
Semester  
Start Date  
End Date  
Pay Rate  
Expected Weekly Hours  
3 Learning Objectives *(Use job description to help guide you)*  
1.  
2.  
3.  
How did you find the internship?

### **IF INTERNSHIP IS FOR CREDIT**

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#### **Semester and Year of Internship**

Number of Credit Hours - Confirm Credit Hours with Faculty Advisor

Minimum Total Hours Required

*COS students (with the exception of ESOH 180/1 credit & BIOL 50/1 credit):*

*80 contact hours required for 1 credit hour*

*160 contact hours required for 2 credit hours*

*240 contact hours required for 3 credit hours, etc...*

*COB/CAHSS students (with the exception of CUE 45/1 credit & CJUS 50/1 credit):*

*50 contact hours required for 1 credit hour*

*100 contact hours required for 2 credit hours*

*150 contact hours required for 3 credit hours, etc...*

Course Prefix and Number

*Example: ANSC 480*

Expected Work Hours per Week

Internship Faculty Advisor Name *(Faculty member who has agreed to oversee your internship)*