

UWW Biological Sciences Internship Application Form

Please fill out upper sections COMPLETELY.

Student name: _____ IDNo: _____ Date: _____

Current tel.: _____ Permanent home tel.: _____

e-mail: _____

Address: _____

Number of credits requested (1 or 2): _____ Semester: _____ Year: 20____

If you have previously registered for an internship in Biology, provide details (please ensure these are *completely* correct; add a page if needed):

Year: _____ Semester: _____ # Credits: ____ Organization: _____

Internship sponsor (company, organization name): _____

Internship supervisor's name, position: _____

Tel.: _____ e-mail (*important!*): _____

Address: _____

Signature (indicating supervisor has read and approved student's proposal):

Date of signature: _____

To be **submitted with form**: up to 1 page **proposal** describing:

- nature of internship: student's responsibilities, skills and experience student will acquire.
- scheduling: how many hours/week student will intern, and for how many weeks.
- how internship fits into student's academic training and career goals.
- if you have done a previous internship for credit, how this experience differs from and/or builds on your earlier internship.

Additional requirements of internship:

- keep **weekly notes** (1-2 sentences/week) documenting activities in internship and submit photocopy of these notes on **last day of classes** (before exam period) of semester in question.
- write **1 page retrospective** on internship describing what you did and how it will or will not be useful to you in your future career and education. Please submit this write-up on last day of classes (before exam period) of semester in question.
- I will contact your supervisor to confirm the success of your internship and ask them for feedback on the program. They may also be asked to fill out a brief web survey. Note that your internship may be terminated early if your supervisor is unsatisfied with your performance.

For internal use only—do not fill out:

Complete, approved proposal (date): _____

Complete liability agreement (date): _____

Complete retrospective, weekly notes (date): _____

Supervisor approval of performance (date): _____