

**PROPOSAL FOR INTERNSHIP<sup>1</sup>**

**INSTRUCTIONS TO THE STUDENT:**

If you have registered for an Internship, you must complete this form and submit it as well as a syllabus to the Office of the Dean **by the last day to add courses in any given semester**. Once signed by the Dean, the Dean's Office will forward a copy of this form to the Registrar's Office and Career Advising and Development Office.

**Part 1:**

Student Name: \_\_\_\_\_ I.D.# \_\_\_\_\_  
Class Year and Major: \_\_\_\_\_  
Sponsoring Department and Course Number: \_\_\_\_\_  
Number of Credits Requested for internship: \_\_\_\_\_  
Semester internship will be undertaken: \_\_\_\_\_  
Total credits being taken this semester: \_\_\_\_\_ (Include this internship)

**Part 2:**

Site Supervisor Name & Title: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
MOU on File: Yes or No (Career Advising Office will circle)

**Part 3: THIS PART MUST BE COMPLETED BY THE SUPERVISING FACULTY MEMBER:**

Please attach the syllabus for this internship.

_____ <b>Signature of Student</b>	_____ Date
_____ <b>Signature of Supervising Professor</b>	_____ Date
_____ <b>Signature of Department Chair</b>	_____ Date
_____ <b>Signature of Dean</b>	_____ Date

<sup>1</sup> **Note:** Internships are generally understood to be **unpaid** academic experiences. By NYS DOL Law a student whose responsibilities advance the operations of an organization or complete work that a regular employee would routinely perform must be paid. By the same token NYSED regulations clearly state that the primary purpose of the internship is **not to** advance the operations of the internship site/employer or to complete work that a regular employee would routinely perform. Therefore, a student can receive remuneration for value-added work of a consultative nature on a short term basis as long as the responsibilities do not advance the routine operations of an organization or complete work that a regular employee would routinely perform.