

UNIVERSITY LIBRARIES

Internship Request Form

The Internship Request must be completed and approved prior to an individual beginning an internship. Libraries Human Resources will contact the supervisor upon approval of the request.

Department:	
Supervisor of Intern:	
Summary of internship assignment, learning objectives and goals:	
Approximate # of hours/week:	
Type of Internship:	<input type="checkbox"/> Paid (Funding Source): _____ Pay Rate: \$_____/hr. <input type="checkbox"/> Unpaid <input type="checkbox"/> For Credit <input type="checkbox"/> Not for Credit
Length of Internship:	From: _____ To: _____
Intern Name:	
Intern Affiliation:	<input type="checkbox"/> PSU Student Student's College/Department _____ <input type="checkbox"/> Other (please explain):

Approval Signatures:

 Requested By Date

 Subject/Unit Head Signature Date

 Assistant/Associate Dean Signature Date

 Libraries Human Resources Signature Date