

## PROPOSAL FOR INTERNSHIP

### INSTRUCTIONS TO THE STUDENT:

To register for an Internship, there are several steps:

1. Work with the faculty internship supervisor in your department to seek approval for the internship.
2. Submit this form to Leslie Streissguth: [streislb@lemoyne.edu](mailto:streislb@lemoyne.edu), to make sure there is a Memorandum of Understanding established with the organization with which you are going to intern.
3. Once the MOU is established, obtain all department signatures (included on form below).
4. Work with your faculty internship supervisor to submit this form, 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 for final approval and registration.

### 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 and/or note in correspondence)

Internship is: Paid\* or Unpaid (please circle/mark one)

### Part 3: SIGNATURES OF APPROVAL:

Please attach the syllabus for this internship.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair/Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

**\*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.