



INTERNSHIP APPLICATION FORM
IMPORTANT - READ CAREFULLY
FALL 2019

STUDENT INFORMATION

Eligibility for an internship is based on the following qualifications:

- 1. Be in good academic standing with the University of Arizona (UA) and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship.
2. Have earned a minimum of 30 college level credits (Sophomore status or above.)
3. Completed at least one full-time semester at the UA (12 units or more) and be currently enrolled.

The intern student understands:

- 1. Criminal Justice Studies and Public Management and Policy students are required to do an internship directly related to their major with a 501(c)(3) non-profit or government agency.
2. Double majors in CJS and PMPC must do an internship for each major.

The intern student must INITIAL each statement below to indicate understanding of the following:

- _____ If you have found an internship NOT on our website, you must FIRST ask your internship supervisor to complete the Internship Description found on the website BEFORE completing this form.
_____ After submitting this application, verify on UAccess the addition of the internship to your schedule.
_____ Internship credit is regular academic credit. Therefore, all usual UA tuition rates, fees, and deadlines apply. If you receive financial aid, consult with the Financial Aid Office prior to registering.
_____ Students must read the Internship Syllabus, all instructor emails, and complete all academic assignments and reporting requirements.
_____ Recognize that you are representing the University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
_____ Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
_____ Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.
_____ Once this form is completed and signed, submit it online. Go to the SGPP Internship website and follow the directions given at the bottom of the home page - https://sgpp.arizona.edu/sgpp-internships.
_____ International students must apply for and receive Curricular Practical Training (CPT) approval from International Student Services (ISS) before participating. More information can be found on the ISS website under F-1 Student Employment: Curricular Practical Training.

FALL 2019
Internship Semester Student Name SID # Date
() - @email.arizona.edu
Cell Phone Number UA E-mail Address
Major/s & Minor Academic Year & semester Projected Graduation Date Cumulative GPA
(Ex - 1st semester Senior)
Emergency Contact Relationship Telephone Number

SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization assigns a professional employee as Internship Supervisor and agrees to the following:

1. Make individual arrangements, if agreed upon between the student and organization, for any wage, stipend or other benefit of service deemed appropriate.
2. Provide pertinent policies and procedures to students prior to the beginning of the internship.
3. **Train and provide relevant education** and training for the student intern.
4. Supervise and evaluate the intern’s performance and provide regular feedback throughout the term of the internship.
5. Maintain the intern status of the student, to be distinguished from employment status.
6. **Notify the department** of any major issues with the intern and if a decision is made to remove the student from an internship prior to the agreed upon time, provide a written report to the department stating the reasons for intern’s termination.
7. **Complete and submit the Internship Final Evaluation form** by the dates specified by the department, and submit them in the manner specified.

Sponsoring Organization: _____ **Division/Department:** _____

Internship Supervisor: _____ **Supervisor’s Title:** _____

Supervisor’s Email: _____ **Supervisor’s Phone:** _____

Internship Location/Address: _____

Internship hours must be completed within the designated dates of the term - **Fall 2019: August 26 – December 11, 2019**

Work Schedule: _____ **Hours per week:** _____ **Total internship hours:** _____

Compensation: (circle all that apply) \$_____ **Per Hr/Wk/Mo/ Room & Board/ Stipend / Scholarship / Experience**

I have read and understand this document and agree to the information above.

Sponsoring Organization Supervisor Signature

Date

STUDENT REGISTRATION, TUITION AND FEES INFORMATION & SIGNATURE

All usual University of Arizona **tuition rates, fees, and deadlines apply**. Students must pay tuition and registration fees for internship credits. Please consult the Tuition and Fees Calculator at <http://www.bursar.arizona.edu/students/fees> to determine the charges for your internship credits.

The University and Board of Regents have set a standard of 45 hours of work for each unit of internship credit.

Internship hours must be completed within the designated dates of the term. **Fall 2019: August 26 – December 11, 2019**

Number of hours student will work by the end of the term for which student will receive credit: _____

Courses: Criminal Justice-**PA 493** / Public Management & Policy-**PA 393** / Political Science- **POL 393**

I authorize the SGPP Internship Coordinator to register me for _____ credits in _____ course for the _____ term and I have read and understand this document.

Student's signature

Date

STUDENTS - SUBMIT THIS APPLICATION ON THE SGPP WEBSITE

SGPP DEPARTMENT INFORMATION

The Department and/or Course Instructor agree(s) to the following:

1. Select students who are in good academic standing.
2. Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
3. Require that the instructor document communications with the student and the work supervisor regarding internship activities.
4. Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
5. Send to the supervisor of the sponsoring organization the **Supervisor's Internship Evaluations** for completion and specify the deadline for these forms to be returned to the course instructor.

University of Arizona

School of Government and Public Policy

PO Box 210027, Social Sciences Room 315

Tucson, AZ 85721

Susan Warren, Internship Coordinator, Instructor

susanwarren@email.arizona.edu 520-621-5120

(Only necessary if your supervisor requests a copy of this document with this signature on it. If so, please notify Susan Warren.)

Department Course Instructor Signature

Date