

INTERNSHIP PROGRAM APPLICATION

The following information **MUST** accompany this application:

- Resume
- Description of developmental interest. Include preferred departmental areas and type of work experience desired.
- Explanation of how this experience will assist in achievement of career goals.

Name: _____ University ID#: _____

Department: _____ Campus Address: _____ Campus Phone: _____

Position and date of first UI staff appointment: _____

Present UI staff position and date of appointment: _____

Please select the desired time-frame:

Fall Semester

Spring Semester

Academic Year (Aug-May)

Calendar Year (July-June)

Percent (of full-time employment)

20%

10%

Other ____ %

Applicant's Signature: _____ Date: _____

If the Internship occurs during the applicant's working hours, the supervisor's permission is required below.
If the Internship occurs during the applicant's non-work hours, the supervisor will be informed.

Supervisor's Name: _____ Phone Number: _____

(If *unable to approve* is checked below, a statement must accompany the application explaining the reason for the response. The explanation should describe how the ability of the unit to meet its responsibilities will be impaired if the internship is granted.)

I approve this request

I am unable to approve (documentation attached)

Supervisor's Signature: _____ Date: _____

Campus Address: _____ Phone Number: _____

Please check the appropriate box:

Please notify my HR Unit Representative of my internship application.

Yes, my HR Unit Rep has been notified of my internship application.

HR Unit Representative's Name: _____

Return completed application to UI Learning & Development, 121-51 USB

The University of Iowa requests this information for the purpose of registration in UI Learning & Development courses. No persons outside the University are routinely provided this information. If you fail to provide the required information, the University may not consider your application. The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316. Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact UI Learning & Development in advance at (333)5-2687.