

Internship Application
BIS 4V04 **, MAIS 5V04

Date: _____

Semester: Fall _____
 Spring _____
 Summer _____

Credit Hours: ___ 3 ___ 6 ___ Other

Student ID : _____

Name _____

Current Address (include city, state and zip) _____

Telephone Numbers (day) _____ (evening) _____

Major (area of concentration) _____ e-mail _____

Type of Internship Desired _____

If you know a specific place(s) you would like to work, please list:

Applying for Carolyn Galerstein Internship Scholarship:
(for GS majors doing unpaid internships only)

Yes _____ No _____

Please turn in this cover sheet to the Internship office along with:

1. A letter of intent stating:

- a. Reasons for wanting an Internship
- b. A description of relevant background experiences
- c. A statement of professional goals
- d. A projected class schedule for the Internship semester
- e. Please describe any mental or physical handicap that may affect your participation.

2. A recent resume (optional)

3. Letter from Internship site if you have already found a sponsor. (Please refer to the back of this page for more information on the content of the supervisor's letter.)

4. Completed Indemnification Form (attached)

**** PLEASE NOTE – BIS 4V04 is an academic course taken for university credit. For this reason, you must pay for this course at the Bursar's office after you have been registered.**

When you have been accepted at a site as an intern, have the site supervisor send a letter on company letterhead to the Internship Director stating that you are accepted as an intern, who your supervisor will be, the name, address, and phone number of the company, what your duties will be, and what your compensation (if any) will be. If you are wanting to do an internship at your regular workplace, the letter must also mention the new things you will be learning. The Director will be happy to speak to them in person and answer any questions.

Return this form to Room GR 2.238 or mail to:

Internship Program, GR26
The University of Texas at Dallas
P.O. Box 830688
Richardson, TX 75083-0688

Consultation: Dr. Susan Chizeck, Director of Internship Program, 972-883-2354

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas

Correct information about you that is held by us and that is incorrect. Be assured that your UTD records are protected from unauthorized disclosure by federal law.

Your Social security number (SSN) or UTD Identification number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your social security number or UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).