

Internship Application

(Please copy and paste into word program or notepad, fill in, save file, and paste into email or send as attachment to: chizeck@utdallas.edu or print and mail to address below)

Internship Program, GR 26
The University of Texas at Dallas
800 West Campbell Rd
Richardson, TX 75080-3021

Date: _____ Semester Spring _____ Summer _____
Fall _____

Credit Hours 3 Hours _____ 6 Hours _____ Other _____

Name: _____ Student ID _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers Day _____ Evening _____

email : _____

Major/area of concentration: _____

Type of Internship desired: _____

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

Applying for Carolyn Galerstein Internship Scholarship:

(for GS majors doing unpaid internships only)

Yes _____

No _____

Please submit the above 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 disability that may affect your participation.

2. A recent resume

3. Offer letter from Internship site or supervisor signed form if you have already found a sponsor.

4. Completed Indemnification Form.

Return the above to room GR 2.240 or mail to:

Internship Program, GR 26

The University of Texas at Dallas

800 West Campbell Rd.

Richardson, TX 75080-3021

Phone (972) 883-2057

Fax (972) 883-2440

When you have been accepted at a site as an intern we need their contact information . Fill out the site supervisor form or 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. The Director will be happy to speak to them in person and answer any questions.