

**International Studies**  
**Internship Authorization Form**

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Name:

E-mail address:

Student number:

Name and address of internship organization (+ URL if applicable):

Name, address and **telephone number** of internship supervisor on the site (+ email if applicable):

Brief description of organization and internship duties (use back if necessary):

Number of work hours per week:

Duration of internship (write beginning and ending dates):

Number of credit hours authorized (**a minimum of 13 work hrs. per week for three months = 1 cr. hr.**):

**Date and signature** of Director of International Studies:

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**Director's Checklist:**

Date of Director's midterm evaluation of student: \_\_\_\_\_

Notes:

\_\_\_\_\_ Journal

\_\_\_\_\_ Reflection Statement

\_\_\_\_\_ Site Evaluation (student's evaluation of employment site)

\_\_\_\_\_ Employer's Evaluation (attach)

\_\_\_\_\_ Grade