

# REQUEST FOR PRACTICUM OR INTERNSHIP SITE APPROVAL

**Do you plan to enroll in classes  
next FALL? Y/N**

**If yes, will you be applying for  
SUMMER financial aid? Y/N**

Student Name: \_\_\_\_\_ Univ ID# \_\_\_\_\_ Practicum/Internship  
(circle one)

Summer Address: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Department (if applicable): \_\_\_\_\_

Semester/Year Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Tentative Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Miles from UNCG Campus \_\_\_\_\_

Main Phone Number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Name and Title of Site Supervisor: \_\_\_\_\_

Site Supervisor's Phone Number: Office( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Site Supervisor's Email Address: \_\_\_\_\_

## REQUIRED ATTACHMENTS

Please attach the following documents to this Request for Practicum or Internship Site Approval:

- Student must provide their professional resume.
- Student must provide a one-page typed internship proposal that describes in detail the learning goals for this internship experience, and clarify how this internship site will fulfill those goals.
- If available, include student's work schedule.
- If the practicum/internship site is less than 50 miles from UNCG, provide driving directions to the site from UNCG.

This is to certify that I have completed an interview with appropriate personnel from the above practicum or internship site, and they are willing to accept me for placement during the semester specified above.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Faculty Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This to certify that the student has been approved for practicum or internship at this agency during the semester specified above, and that the student has provided me with a copy of the Practicum or Internship Manual.

**Agency Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please check if you would like to include your agency information in the RTH Internship Database

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<http://www.uncg.edu/rth/fieldwork.html>