

INFORMATION NEEDED TO REPORT AN INTERNSHIP

STUDENT INFORMATION

Name
Student ID
UF Email
Address
Phone
Graduation Year
Major
Cumulative GPA
Emergency Contact and Relation to Student
Emergency Contact Phone
Do you have personal health insurance (through parents, employer, other?)

EMPLOYER INFORMATION

Company Name
Site Supervisor Title
Site Supervisor Name
Work Site Address (not company address)
Site Supervisor Email
Site Supervisor Phone
Company Website
Is this an International internship (outside of the US)? If yes, what country?

INTERNSHIP/CO-OP INFORMATION

Position Title
Semester
Start Date
End Date
Pay Rate
Expected Weekly Hours
3 Learning Objectives *(Use job description to help guide you)*
1.
2.
3.
Did you find this internship through the Center for Career & Professional Development?

IF INTERNSHIP IS FOR CREDIT

Semester and Year of Internship
Number of Credit Hours

***FOR SUMMER INTERNSHIPS TAKEN FOR CREDIT**

For Summer 2019, the cost per credit hour is \$735, with a general service fee of \$45 per credit. (You can still work as many hours as you want, and only claim 1 credit, if that satisfies your internship requirement. Alternatively, you can report the internship for 0 credit (for no fee) if you don't need the internship credit, but want the experience.)

Course Prefix and Number

Example: ANSC 480

Minimum Total Hours Required

**Check with your advisor to verify the number of contact hours needed for your major.*

Example →Animal Science/Equestrian students:

80 contact hours required for 1 credit hour

160 contact hours required for 2 credit hours

240 contact hours required for 3 credit hours, etc...

Biology students:

50 contact hours required for 1 credit hour

*100 contact hours required for 2 credit hours
150 contact hours required for 3 credit hours, etc...*

Expected Work Hours per Week

Internship Faculty Advisor Name *(Faculty member who has agreed to oversee your internship)*

Internship Faculty Advisor Email