



# PROPOSAL FOR INTERNSHIP

## INSTRUCTIONS TO THE STUDENT:

To register for an Internship, there are several steps:

1. Work with the faculty internship supervisor in your department to seek approval for the internship.
2. Submit this form to Leslie Streissguth: [streislb@lemoyne.edu](mailto:streislb@lemoyne.edu), to make sure there is a Memorandum of Understanding established with the organization with which you are going to intern.
3. Once the MOU is established, obtain all department signatures (included on form below).
4. Work with your faculty internship supervisor to submit this form, as well as a syllabus to the Office of the Dean **by the last day to add courses in any given semester**. Once signed by the Dean, the Dean's Office will forward a copy of this form to the Registrar's Office for final approval and registration.

### Part 1:

Student Name: \_\_\_\_\_ I.D.# \_\_\_\_\_

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