

Dunham School Internship Application

**Dunham School of Business & Public Policy
Aurora University**

Last Updated January 2021

**This document applies to internship programs in the Dunham School of Business & Public Policy.*

Dunham School Internship Application

Student Information			
Last Name		First Name	
Student ID#			
Contact Phone		Alt. Phone	
Aurora E-mail			
Select Program (check one)	Undergraduate Internships		Graduate Internships
	<input type="checkbox"/> ACC	<input type="checkbox"/> ART	<input type="checkbox"/> MBA
	<input type="checkbox"/> CSC	<input type="checkbox"/> CYB	Plus One Bus Mgmt
	<input type="checkbox"/> LED	<input type="checkbox"/> MKT	Plus One Pub Admin
	<input type="checkbox"/> BUS	<input type="checkbox"/> FIN	<input type="checkbox"/> MBA Plus One Digital Mkt
	<input type="checkbox"/> COM	<input type="checkbox"/> GRD	<input type="checkbox"/> MBA Plus One Sports Mgmt
	<input type="checkbox"/> PSC	<input type="checkbox"/> WRI	<input type="checkbox"/> MPA

Internship Site Supervisor Information			
Internship Site Supervisor Name		Title	
Organization Name			
Organization Address			
City		State	ZIP Code
Office Phone		E-mail Address	

Course Information								
Semester: <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____								
Work Schedule:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Projected Average Weekly Schedule	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs per week
Total Projected Hours of Work During the Entire Internship	Total hours per week: _____ x 16 = _____ total internship hours <div style="display: flex; justify-content: space-around; align-items: center;"> ▲ <i>Weeks in Semester</i> ▲ <i>≥ 200 Minimum Hours for Undergraduate Interns</i> <i>≥ 300 Minimum Hours for Graduate Interns</i> </div>							
Is this a paid Internship? <input type="checkbox"/> Yes <input type="checkbox"/> No								

Required Additional Documentation

I have provided the following required documents for this internship:

- Completed Internship **Application**
- Recent copy of your **Resume**
- Your internship's **Job Description** (provided by internship site on organization's letterhead or emailed directly from Site Supervisor)
- Professionally prepared **Learning Goals Statement** (page 4 of this application)

All internships are evaluated by letter grade based on a Dunham School-wide standard syllabus. As part of awarding academic credit for your internship, you must meet the required minimum number of hours (200 for undergraduate, 300 for graduate) at your internship and all assigned academic work outlined in the Dunham School Internship Course Syllabus. I understand I cannot begin completing hours or coursework until the start of the academic semester.

I understand my application will be completed once approved by the university along with a completed Affiliation Agreement between the university and the internship site (provided by University Administrative Staff to the Internship Site contact).

I hereby understand and acknowledge the above requirements must be met for internship course credit:

Student Signature

Date

Internship Site Supervisor Signature

As the Internship Site Supervisor, I acknowledge that all provided information is accurate and reflects the student's internship responsibilities. There is no conflict of interest between myself and the student, such as a familial or romantic relationship. On behalf of the organization, I am qualified to evaluate the student's internship performance.

I also understand that a representative from the university may conduct a virtual or in-person site visit to discuss the student's academic progress anytime during this internship.

Internship Site Supervisor Signature

Date

