

## INTERNSHIP *Graduate*

### Instructions for Submittal

**Students are responsible for obtaining all necessary signatures** and delivering this form to Green Bay One Stop Shop (GBOSS). Please direct any questions or concerns to the Office of Graduate Studies: [gradstu@uwgb.edu](mailto:gradstu@uwgb.edu) or (920) 465-2123.

- 1.) Students must complete all sections on the first two pages of this form, sign, save, and secure required signatures.
- 2.) Students may attach appropriate documentation.
- 3.) The completed form must then be sent to Green Bay One Stop Shop (GBOSS) at [gbooss@uwgb.edu](mailto:gbooss@uwgb.edu).
- 4.) The final decision will be posted to the memorandum section of your transcript.

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### STUDENT INFORMATION: First

Name Middle Name Last Name

Student ID# Campus E-mail

Phone Address

City State

Zip Code

Please select your program Cumulative GPA

Current Academic Status (select one) Earned Credits

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Course Title on the Transcript (Description of what you will be doing; example: Analysis of Toddler Language). Do not use the word internship, class subject or N/A in this space.

Class Subject: Term Year Credits

Special Course Fee: If there are special fees, you must obtain College Dean's approval and signature. (sign below)

Segregated fees will be assessed for all courses (up to the approved maximum for graduate courses in a given semester), if a student is registered for at least one on-campus course. Internships are considered on-campus courses.

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Organization or Company where you are doing your internship:

Internship Supervisor

E-mail E-mail

Address City

State Zip Code

Responsibilities of the sponsoring organization. Please also include hours scheduled, beginning and end dates, and monetary compensation, if any student will receive: (Limit 1500 Characters)

By signing below, I agree to pay any and all additional tuition and fees or penalties resulting from approval of this petition. Please consult with Student Billing (SS 1700) at (920) 465-2224 if you have any questions. If this form is approved after the add deadline (see Registration Calendar, you will be assessed a \$15.00 late add fee along with any applicable tuition and fees.

Student's Electronic Signature	Date (mm/dd/yyyy)
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Students are encouraged to seek the supporting signature of their program, thesis or project advisor.

**SUPPORTING SIGNATURE: (Complete by Program Chair, Major Professor or Project Advisor)**

Instructor's Comments: (Limit 1500 Characters)

Instructor's Signature	Date (mm/dd/yyyy)
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Internship Supervisor's Signature	Date (mm/dd/yyyy)
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Instructor's Budgetary Chair's Signature	Date (mm/dd/yyyy)
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