**Internship Email Directions**

Directions:

1. Copy and paste this into an email from your UWGB student email account.
2. Complete all the information below.
3. Student forward to your internship site supervisor via email.
4. Site supervisor please reply to student confirming the placement.
5. Student forward the email to the instructor.
6. Instructor please forward to the Budgetary Chair noting your approval in your email.
7. Budgetary Chair please forward approval to [gboss@uwgb.edu](mailto:gboss@uwgb.edu).

Copy and Complete the Below onto the Email Body:

Student Campus ID Number:

Student Major:

Internship Subject (ie MATH or CHEM):

Internship Title (to be included on transcript):

Term (ie- Fall):

Year:

Credits:

Instructor Name:

Internship Organization or Company Name and address:

Site Supervisor Name and email address:

Responsibilities of the sponsoring organization including hours scheduled, beginning and end dates, and monetary compensation, if any:

Instructor comments:

Student Signature: Date:

Instructor Signature: Date:

Site Supervisor Signature: Date:

Budgetary Unit Chair Signature: Date:

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

Student: if this form is approved after the add deadline (see [Registrar Calendar](https://www.uwgb.edu/registrar/registration-calendar/)), you will be assessed a $15.00 late add fee along with any applicable tuition fees.