

## Internship Application

(Please copy and paste into word program or notepad, fill in, save file, and paste into email or send as attachment to: [chizeck@utdallas.edu](mailto:chizeck@utdallas.edu) or print and mail to address below)

Internship Program, GR26  
University of Texas at Dallas  
PO Box 830688  
Richardson, TX 75083-0688

Date \_\_\_\_\_ Semester Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_

Credit Hours: 3 \_\_\_\_\_ 6 \_\_\_\_\_

Name \_\_\_\_\_ Social Security \_\_\_\_\_

Address:

Street \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone Numbers day \_\_\_\_\_ evening \_\_\_\_\_

e-mail \_\_\_\_\_

Major/area of concentration \_\_\_\_\_

Type of Internship Desired \_\_\_\_\_

If you know a specific place(s) you would like to work, please list:

\_\_\_\_\_

\_\_\_\_\_

Applying for Carolyn Galerstein Internship Scholarship:

(for GS majors doing unpaid internships only) yes \_\_\_\_\_ no \_\_\_\_\_

### **Please submit the above to the Internship office along with:**

1. A letter of intent stating
  - a. Reasons for wanting an Internship
  - b. A description of relevant background experiences
  - c. A statement of professional goals
  - d. A projected class schedule for the Internship semester
  - e. Please describe any mental or physical handicap that may affect your participation.
2. A recent resume
3. Letter from Internship site if you have already found a sponsor.
4. Completed Indemnification Form.

Return the above to Room GR 2.238 or mail to:  
Internship Program, GR26  
The University of Texas at Dallas  
P.O. Box 830688  
Richardson, TX 75083-0688  
Consultation: Dr. Susan Chizeck, Director of Internship Program, 972-883-2354

**When you have been accepted at a site as an intern, have the site supervisor send a letter on company letterhead to the Internship Director stating that you are accepted as an intern, who your supervisor will be, the name, address, and phone number of the company, what your duties will be, and what your compensation (if any) will be. The Director will be happy to speak to them in person and answer any questions.**