

The **internship location must be approved** in order for a student to take the internship for credit. Please have your internship supervisor complete this form and return it to us if the internship location you wish to accept is not a registered internship location. **You must contact our office to make sure that any new internship location is approved to take for credit.** After completing, please forward all information to Robert Martin, Assistant Dean for Internships and Career Placement, The Pennsylvania State University, 208D Carnegie Building, University Park, PA 16802-5101. If you have any questions, please call (814) 863-4674 or e-mail rpm163@psu.edu.

INTERNSHIP PROSPECT INFORMATION FORM

STUDENT NAME _____
STUDENT'S E-MAIL ADDRESS _____
DATE SUBMITTED: _____
INTERNSHIP START DATE: _____ END DATE: _____
TIME PERIOD (EX. Summer 2020): _____
VIRTUAL INTERNSHIP EXPERIENCE: YES OR NO? _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

CONTACT/SUPERVISOR NAME: _____

SUPERVISOR'S TITLE AND E-MAIL ADDRESS: _____

INTERNSHIP WEBSITE: _____

PREFERRED MAJORS APPLYING: _____

PAID/UNPAID: _____ IS CREDIT REQUIRED? YES / NO

CATEGORY OF INTERNSHIP: (CIRCLE ONE) ADVERTISING, PR, FILM, PRINT, DIGITAL, BROAD

SUBCATEGORY: (EX. BROADCAST- SALES) _____

NAME OF INTERNSHIP POSITION: _____

DUTIES OF THE INTERNSHIP:

WHAT IS THE APPLICATION PROCESS?
(resume/cover letter, application, other) _____

ADDITIONAL REMARKS

