



## Department of Geography and Environmental Sustainability



### Internship Application

Please complete and submit this form for approval to get class credit for your internship. First, fill out the form. Next, get with a faculty member you feel is a good fit to oversee and grade the internship. Then, have the faculty member sign this form confirming they agree to work with you. **The faculty member needs a letter, e-mail, or phone call from the internship facility confirming your internship.**

After you receive the instructor's signature, bring a copy of this form to Jamie Steele in SEC 510 to receive the override to enroll in the course.

#### **Internship Eligibility Requirements:**

- Must be at least a Junior standing
- Must have at least a 3.0 overall or major GPA
- Must be a Geography, GIS, or Environmental Sustainability major or minor
- Must be a current OU student
- Must get approval before internship begins

#### **Credit Hour Requirements**

- 3 credit hour course = minimum 120 hours onsite
- 2 credit hour course = minimum 80 hours onsite
- 1 credit hour course = minimum 40 hours onsite

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID \_\_\_\_\_ E-Mail \_\_\_\_\_

Major \_\_\_\_\_ Retention G.P.A. \_\_\_\_\_ Overall Hours Earned \_\_\_\_\_

I am applying to earn: 1 hour \_\_\_\_\_ 2 hours \_\_\_\_\_ 3 hours \_\_\_\_\_ of  
the internship course to enroll in fall \_\_\_\_\_ spring \_\_\_\_\_ summer \_\_\_\_\_, 20 \_\_\_\_\_

for an internship at: (Name of company) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID \_\_\_\_\_ E-Mail \_\_\_\_\_

Major \_\_\_\_\_ Retention G.P.A. \_\_\_\_\_ Overall Hours Earned \_\_\_\_\_

I am applying to earn: 1 hour \_\_\_\_\_ 2 hours \_\_\_\_\_ 3 hours \_\_\_\_\_ of  
the internship course to enroll in fall \_\_\_\_\_ spring \_\_\_\_\_ summer \_\_\_\_\_, 20 \_\_\_\_\_

for an internship at: **(Name of company)** \_\_\_\_\_

starting on or about \_\_\_\_\_, 20\_\_\_\_ and ending on or about \_\_\_\_\_, 20\_\_\_\_.

My onsite internship supervisor will be:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Provide (attach) a brief statement that includes the nature of work you will be performing during this internship and how it relates to your education at OU and/or your career goals:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Instructor Name \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advising Office: Student cleared to enroll in (circle one):

GEOG 4200      GIS 4200      Number of Hours \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_