



Career Services Office

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Website: http://informatics.iupui.edu/ Job Posting Website: www.informaticscareers.com

Credit / Non-Credit Internship Application

Check One: _____ Credit Internship _____ Non-Credit Internship

This form should be used to report all internships. Credit internships must be approved before students will be authorized to register for the appropriate course and credit hours. Internships that are non-credit bearing will be recorded as a line item entry at zero credit hours on the student's transcript.

Table with 2 columns: Credit Internships and Non-Credit internships. Each column contains a list of requirements for the respective internship type.

- Report any issues or concerns that arise during the internship to the Career Services Office.

Application Deadlines

Fall & Spring Semesters: The completed credit internship form must be submitted before the internship start date and by the end of the 4th week of classes to register for a credit internship course.

Summer Sessions: The completed credit internship form must be submitted before the internship start date and by the end of the 1st week of classes to register for a credit internship course.

Student Information

Name: _____ Student ID#: _____

Address: _____ E-mail address: _____

Phone: Home (_____) _____ Cell (_____) _____

Major(s): _____ Internship Date (Semester/Year): _____

The Career Services Office may contact my employer to assess my progress. This information may be discussed with my academic department: _____

Student Signature

(Initial) I have visited the employer site and certify that it is not a home-based business. I will be working in an office/corporate environment.

(Initial) I have identified a mentoring supervisor who is knowledgeable in my area and will oversee my work at the employer location. I am not solely the content expert on-site. For this internship, this is not considered a freelance opportunity.

