|  |  |  |  |
| --- | --- | --- | --- |
|  | Intern Request Form |  |  |
|  |  |  |
|  |

|  |
| --- |
| Please complete and return this form to request a student from the University of Tennessee to intern at your organization |
|  |  |  |
| Request Date |  | Organization Name  |
|  |  |  |
| Internship Title |
|  | - |  |  |  |
| Preferred Start Date Preferred End Date |  | Number of Students Requested |
|  |
| Specify schedule (Hours/Week) |
|  |
| Worksite Locations(s) |
|  |  |  |
| Intern Housing Options |  | Intern Transportation Options |
|  |
| Typical Daily Expenses at Internship Location (USD) |
|  |
| Lodging |  |
| Food |  |
| Transportation |  |
| Total |  |

|  |
| --- |
| Internship Details |
| Description of Proposed Internship Project and Intern ResponsibilitiesDescription of Proposed Intern Mentorship Plan: |
| Academic Background and Interests Requested:  |
| Additional Qualifications and Skills Requested (preferred or required): |

 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Internship Manager Name |  | Signature |  | Email  |  | Date |