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|  | Intern Request Form | |  |  | |
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|  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 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 Responsibilities  Description of Proposed Intern Mentorship Plan: | | Academic Background and Interests Requested: | | Additional Qualifications and Skills Requested (preferred or required): | | | |  | |

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