**Student Internship/Project Registration Form**

***Please complete this form and return with signatures to the appropriate contact below.***

# Student Name PSU ID Number

Street Address City, State & Zip Code

Phone PSU E-mail

Major Graduating Semester & Year Internship/Project Semester & Year

Paid

Course # Credits Internship/Project Position or Title Unpaid

Company/Organization Product/Service

Company Street Address Supervisor Name & Title

Company City, State & Zip Code Supervisor Phone Supervisor E-mail

Emergency Contact Emergency Contact Phone Number

**Official Start Date:**

**\*PLEASE SUMBIT THE FOLLOWING TO CAREER STRATEGY (Word or PDF documents ONLY):**

**1.) Detailed description of internship/project including responsibilities (on company letterhead)**

**2.) Qualifications, requirements, or needed skills of position (GPA, major, MS Office, communication skills, etc.)**

**3.) Updated resume**

**STUDENT SECTION:** I understand that by signing this form I have met all requirements to register for an academic or non-academic internship or project. I agree to perform to the best of my ability, remembering that I represent Penn State University, my fellow students, and the Lehigh Valley campus. I will consult with my respective faculty internship/project coordinator regarding any concerns or issues.

## STUDENT SIGNATURE: DATE:

**EMPLOYER SECTION:** I, the employer representative, acknowledge that the above named student has secured an internship/project with said company or organization. I also agree to send a verification email to the respective faculty coordinator specifying the name of the student intern and start date.

## EMPLOYER SIGNATURE: DATE:

**FACULTY SIGNATURE: DATE:**

 **Return completed form to:**



2809 Saucon Valley Road Center Valley, PA 18034 Fax: 610-285-5220

Academic Advising and Career Strategy Office

Room 103

lvcareerstrategy@psu.edu

610-285-5075

Resume Submitted Employer Verification

**CAMPUS USE ONLY:**

Student met with Career Strategy

Student met with Faculty Internship Coordinator Detailed description of internship/project