

# INTERNSHIP REGISTRATION FORM

**FIRST, create or update your HIRE@TU account at [www.towson.edu/careercenter](http://www.towson.edu/careercenter)**

## Student Information

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

Email \_\_\_\_\_ phone # \_\_\_\_\_ cell # \_\_\_\_\_

## Academic Information

Major \_\_\_\_\_ Minor/Concentration \_\_\_\_\_

Overall GPA \_\_\_\_\_ Major GPA/GPA in field of internship \_\_\_\_\_

Internship Course \_\_\_\_\_ # credits \_\_\_\_\_ semester/term \_\_\_\_\_

Faculty Internship Coordinator \_\_\_\_\_

## Internship Site Information

Organization/Company Name \_\_\_\_\_

Location \_\_\_\_\_ Web address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ phone # \_\_\_\_\_ fax # \_\_\_\_\_

Your position title \_\_\_\_\_ Hire@TU job ID # \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # Weeks \_\_\_\_\_ Hours/Week \_\_\_\_\_

Compensation:  unpaid  paid amount: \_\_\_\_\_

Other compensation? (stipend, meals, parking, tuition, etc.) \_\_\_\_\_

Source *How did you obtain/arrange your internship?*

Hire@TU\* or other Career Center resources

Self-placement or referral from other resources (list source) \_\_\_\_\_

**\* BE SURE YOUR EMPLOYER HAS  
POSTED THE INTERNSHIP  
POSITION DESCRIPTION ON  
HIRE@TU**

\* Ask your employer to create a Hire@TU account and post the internship electronically.

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

Faculty/Academic Dept. Signature \_\_\_\_\_ Date \_\_\_\_\_

**Drop off** your form at The Career Center, 7800 YR, suite 206

**OR Mail** your form to The Career Center, Towson University, 8000 York Rd., Towson, MD 21252

**OR Email** your completed form (saved as a Word document) to [ghenkel@towson.edu](mailto:ghenkel@towson.edu).

**Keep a copy of this form for your personal records and give a copy to your faculty coordinator.**