

**THE CAREER CENTER AT TOWSON UNIVERSITY**

**INTERNSHIP REGISTRATION FORM**

**Attachment D**

**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 \_\_\_\_\_

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

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

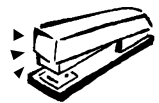
Other compensation? (stipend, meals, parking, tuition, etc.) \_\_\_\_\_

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

Hire@TU\* or other Career Center resources

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

**ATTACH COPY OF YOUR  
INTERNSHIP POSITION  
DESCRIPTION**



\* 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 self-report 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.**