**INTERNSHIP DATA SHEET**

*Please complete* ***ALL*** *of the following information and return this page to Dr. Triplett (*[*triplttnt@appstate.edu*](mailto:triplttnt@appstate.edu)*), who is the ‘academic department representative’. \*Consult Dr. Triplett for the acceptable course dates if outside the normal semester dates.*

*You are responsible for making sure the site supervisor signs the contract signature page. You will also sign it and then return it to Dr. Triplett (*[*triplttnt@appstate.edu*](mailto:triplttnt@appstate.edu)*), who will provide the final signature and upload the site and contract information.*

*All information will then be sent to the Dean’s Office for approval and to the Registrar’s Office, who will register you for the course. You will be sent an email confirmation of registration.* *You MUST be registered before starting your hours.*

|  |  |
| --- | --- |
| Banner ID |  |
| KIN Course (3900 for undergraduates, 5900 for graduate students) |  |
| First Name |  |
| Last Name |  |
| Phone Number (mobile phone preferred) |  |
| Emergency Contact Name (first and last) |  |
| Emergency Contact Relationship (to you) |  |
| Emergency Contact Phone (should be different than your number) |  |
| \*Start date (approximate date when the site indicated you can start) |  |
| \*End date (approximate date when the site has said you can work until) |  |
| Course Credit Hours (list a number from 1-12; requirement of 40 work hours per credit hour) |  |
| Host Site Name (agency, company, etc.) |  |
| Host Site Address (street, city, state, zip) |  |
| Host Site Phone Number |  |
| Site Supervisor Name (first and last) |  |
| Site Supervisor Title |  |
| Site Supervisor Address (only if different from host site) |  |
| Site Supervisor Phone (only if different from host site) |  |
| Site Supervisor Email |  |