

INTERNSHIP FORM

Updated November 16, 2021

Complete and submit this form to the **Internship Coordinator** (Career Services) when you have an internship and are seeking to obtain academic credit through your academic department or Career Services (general elective credit). Please note that your academic department may have additional forms for you to complete.

Student Name (Last, First, Middle): _____

M Number: _____ Murray State Email: _____

Preferred Phone #: _____ International Student Yes (I will use CPT) No

Is this the final semester of your current degree? Yes No Date of Graduation: _____

Classification: Freshman Sophomore Junior Senior Graduate Student

College _____ Department: _____

Area/Major: _____ Major 2: _____

I am seeking credit through Academic Department Career Services

Semester Spring Summer Fall Year _____

Internship Instructor of Record: _____

Internship Course Name: _____ Internship Course Number: _____

Internship Title: _____ Internship Dates: _____

Organization: _____ Supervisor: _____

Supervisor Email: _____ Supervisor Phone: _____

Please check to confirm you have taken care of the following (as is applicable):

- Financial Aid:** 500 Sparks Hall | msu.sfa@murraystate.edu | 270.809.2546 (If applicable. How will my financial aid be affected?)
- Scholarships:** 500 Sparks Hall | msu.scholarships@murraystate.edu | 270.809.3225 (If applicable. How will my scholarships be affected?)
- Housing:** 206 Stewart Stadium | msu.housing@murraystate.edu | 270.809.2310 (Inquire if applicable.)
- International Studies:** Misty Brown Lanham | 175 Woods Hall | mbrown@murraystate.edu | 270.809.2964 (Inquire if applicable.)

Please confirm that you understand the following statements:

- If applicable, I understand that I must pay for the course by the hour (summer).
- I understand that I am earning credit concurrent with time of employment.
- I understand that it is my responsibility to inform the employer of any special assistance needed to perform a job due to a disability.

Student Signature: _____ Date: _____

This section must be completed and signed by the Internship Coordinator (Career Services).

- Student is currently enrolled and degree seeking Student has earned at least six (6) credits at MSU
- Student has 24+ credits (or will before intern begins) GPA is 2.0 or higher

Notes: _____ Current GPA: _____ Hours Earned: _____

Internship Coordinator Signature: _____ Date: _____



Career Services | msu.careerservices@murraystate.edu
100 Oakley Applied Science Bldg | 270.809.3735 | murraystate.edu/career
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