What information do I need to complete the Internship Verification Form?

1) Information about you
   a. Contact information
   b. GPA
   c. Courses taken related to internship, including grades and instructor, and how they relate to the proposed internship

2) Information about the organization
   a. Contact information
   b. When the organization was established
   c. Number of employees in organization and at the internship location

3) Information about the proposed supervisor
   a. Contact information
   b. Educational background (degrees held, when and where they were earned)
   c. Employment experience (positions held that give them the necessary expertise to teach and mentor an intern, including employment dates)

4) Information on the internship
   a. How many credits (45 hours = 1 credit)
   b. Learning objectives
   c. Internship duties that will help you meet your learning objectives
   d. Explanation of how this internship will further your personal and/or career goals