



ATTN: EDUCATION ADVISING DEPARTMENT

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School of Information Technology Internship Application

This application is for students in the School of Information Technology seeking to enroll in either the **IT 489: Information Technology Internship** or **IT 296: Associate's-Level Information Technology Internship** course. An internship course can give you practical job experience in the information technology (IT) field. You will arrange an internship working in an IT position with a cooperating employer. The internship provides you with an opportunity to learn about the IT career field through practical, real-world experiences, and mentoring from an IT professional. This experience will enrich your technology skills and provide a better understanding of the level of expertise needed to be successful in your career.* The internship must be preapproved by the internship instructor 2 weeks prior to the start of the term. The time commitment for successful completion of the internship is 10 hours per week at the internship site for the academic term. This is in addition to the time you will be expected to spend on course projects.

Please complete the application below and submit it to your Education Advisor no later than 2 weeks prior to the start of the term. Your advisor will forward the application to the Internship Coordinator.

* Kaplan University cannot guarantee employment or career advancement.



STUDENT INFORMATION	
Term:	Year:
Anticipated Graduation Date:	
Name:	
Email Address:	Student ID:
KU Campus User Name:	Date of Birth:
Address:	Apt:
City:	State:
Zip:	Phone: (____)

INTERNSHIP SITE INFORMATION	
Internship Site Name:	
Site Supervisor:	
Regional Placement:	Virtual Placement:
Address:	
City:	State:
Zip:	Phone: (____)
Email:	



Please provide an explanation of the internship:

Please initial the following fields acknowledging the terms:

_____ I understand that **IT 489: Information Technology Internship and IT 296: Associate's-Level Information Technology Internship** are graded courses.

A failing grade will result in ANY of the following:

- Termination of the internship by the internship site;
- Violation of professional ethics; or
- Failure to meet academic requirements and deadlines

_____ I understand that if I terminate placement after processing has begun, further applications may not be accepted.

_____ I understand there is no obligation on the part of any internship site to accept a student



for internship, or to maintain the student if deemed unsuitable for the internship. I further understand that the course professor may temporarily suspend or permanently terminate a student intern at any time during the semester if it is established that the continuance of the internship is neither in the best interest of the student, the University, or the participating internship site. It is also understood that failure to meet internship requirements may result in the professor dropping the student from the applicable course. I further affirm and hereby declare that all the information provided above is accurate and true to the best of my knowledge.

_____ Neither Kaplan University nor the internship site assumes liability for injury the student might sustain while participating in the internship program.

Signature:

Name: _____

Student ID #: _____

Signature: _____

Completed by Education Advisor	
Advisor Name:	Date:
Does student meet requirements? Yes _____ No _____	
Total Credits:	GPA:
Completed by Internship Coordinator	
Approved: _____ Not Approved: _____	

Updated 05/14