***Internship Experience Information Form***

Please complete this form if you are a **new site** for The University of Texas at Austin Textiles and Apparel Internship Program. Once the form is received, it will be reviewed and considered for approval. Please note students *may not accept* the internship offers or begin working with the site for academic credit until the site and internship proposal has been approved.

**COMPANY INFORMATION**

Name of Student requesting approval for internship:

Name of Company:

Type of Business:

Address:

City/State/Zip:

**(If the internship is in an employer’s private home or a student’s home, it must be noted)**

Located in (Mall/Center/Office Complex/Warehouse, etc.):

Phone:

Supervisor Name and Title:

Supervisor e-mail:

**INTERNSHIP INFORMATION**

Is this internship compensated?

Title of internship position:

Please provide a **DETAILED LIST** of the major responsibilities/projects that will be included in this learning experience. This information will be used when considering approval of this internship. The Internship Director may contact you for clarification or additional information.

1.

2.

3.

4.

5.

Is this student currently working or has worked for your company before?

If yes, how will this internship experience be different/provide a new learning experience(s) from their previous/current responsibilities?

Does your company have a formal internship program?

How many weeks do you require if you have a formal internship program?

How many hours per week (on average) will the student work?

Does your company have a specific start and end date for your internship program?

If yes, what are the dates?

Are these dates flexible?

Employer Signature

Date

**Important Information to Employer:** If the program director approved the internship with the employer listed above, the student must complete a minimum of 150 hours of work during the summer internship or 140 hours the long semester (fall and spring). For questions, please get in touch with Deborah Sztejnberg @ 917-566-9880 or [Deborah.sztejnberg@austin.utexas.edu](mailto:Deborah.sztejnberg@austin.utexas.edu)

UT OFFICE

Approved:

Date:

Signature: