

INTERNSHIP APPLICATION

DATE: _____

NAME: _____ **STUDENT NO.:** _____

CURRENT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: (____) _____ **E-MAIL ADDRESS:** _____

CURRENT GPA: _____

YOUR AREA OF SPECIALIZATION: Sport Management

CRN NO. _____ **ESS 490** _____ **SEC. NO.** _____ **CR. HR. (3-8)** _____

CRN NO. _____ **ESS 660** _____ **SEC. NO.** _____ **CR. HR. (3-6)** _____

SEMESTER/TERM OF INTERNSHIP: _____ 20 _____
SUGGESTED AGENCY (if any): _____
AGENCY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: (____) _____ FAX NUMBER: (____) _____
E-MAIL ADDRESS: _____
AGENCY CONTACT PERSON: _____
HIS/HER TITLE: _____

APPROVED _____

NOT APPROVED _____

APPROVED BY: _____ **DATE** _____

University Instructor's Signature

_____ **DATE** _____

Chairman's Signature

Template for Internship Offer Letter

Internship offer letters must be signed originals on company letterhead. Faxes, scanned copies or e-mails cannot be accepted. This letter needs to be attached with the internship application.

Date

Dr. Jennifer Y. Mak
Professor and Director of Sport Management
One John Marshall Drive, GH107 – A
Huntington, WV 25755

Dear Dr. Mak,

Name of Organization is pleased to offer your student [**Name of the student**] an internship educational opportunity at our **Job Location** facility. [**Name of the student**]'s internship schedule will be **Number of Hours** per week, beginning on **Date** and ending on **Date** (as per the dates of your semester classes).

For this position, [**Name of the student**]'s major duties will include **Detail Description of Job Responsibilities**, and how it's directly related to the completion of your sport management study. [**Name of the student**]'s supervisor will be **Name**, **Supervisor's Position**, and his/her phone number is **Phone Number and Email**.

Sincerely,

[signature]

Company Official