

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)** _____

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. Wanyong Choi
Assistant Professor of Sport
Management One John Marshall Drive,
GH104D Huntington, WV 25755

Dear Dr. Choi,

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