



## UTeaChattanooga Internship Choice Form

### Internship Requirements:

1. Interns must have successfully completed Steps One and Two with a grade of at least "C."
2. Interns must have a GPA of 2.5 or higher (UTC, cumulative, content and UTSM).
3. Interns must be enrolled in a UTeaChattanooga class during the semester of their internship.
4. Interns should attend their UTeaChattanooga classes on any day for which they claim internship hours. It is not acceptable to be too sick for class, but well enough for your internship on the same day!

### How to Apply:

1. Research the internship options listed on the UTeaChattanooga website. If you contact any site at this time, please make it known that you are just seeking information and that you have not yet been assigned to an internship.
2. Request an Employment Packet in the UTeaChattanooga Office in the Collins Street Annex.
3. List your top three internship choices below and complete the information on the next page (or back) of this form.
4. Return this form to the UTeaChattanooga offices as soon as possible.
5. An attempt will be made to match you with your first internship site choice. **You may not get your first choice.** Internships are generally assigned on a "First-come, first-served" basis, with priority given to students returning to a previously-held internship.
6. The coordinator will email you an internship offer. You will then call your internship site, inform them that you have accepted the internship, and arrange a start date. **Do not start until you have received an email assigning you to your internship and you have contacted your internship site.**

7. You will be appointed by the UTeaChattanooga office and contacted about completing your payroll information online.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

What is your major? \_\_\_\_\_ Do you have a GPA of at least 2.5?

What UTeaChattanooga class will you take during your internship?  
\_\_\_\_\_

Did you have an internship last semester? \_\_\_\_\_ Do you wish to continue with that internship? \_\_\_\_\_ Name of organization?  
\_\_\_\_\_

---

**List your top three internship choices:**

**#1 Choice:** Organization: \_\_\_\_\_  
Approximate # hrs. you wish to work per week: \_\_\_\_\_

**#2 Choice:** Organization: \_\_\_\_\_  
Approximate # hrs. you wish to work per week: \_\_\_\_\_

**#3 Choice:** Organization: \_\_\_\_\_  
Approximate # hrs. you wish to work per week: \_\_\_\_\_

For each of the following UTeaChattanooga courses, please indicate the semester and year in which you completed the course or in which you plan to take the course.

Step 1 \_\_\_\_\_

Step 2 \_\_\_\_\_

Knowing & Learning \_\_\_\_\_

Classroom Interactions \_\_\_\_\_

Perspectives \_\_\_\_\_

Research Methods \_\_\_\_\_

Project-Based Instr. \_\_\_\_\_

Apprentice Teaching \_\_\_\_\_

**Read and Sign Below:**

1. *I understand I must complete all employment and payroll paperwork before starting work.*
2. *I understand that I may not start work until I have received an email from UTeaChattanooga with my internship assignment.*
3. *I understand that each time sheet I submit requires my signature as well as that of my site supervisor.*
4. *I understand that time sheets must be turned in by the appropriate date. (Do not hold time sheets.)*
5. *I understand that my work hours CANNOT EXCEED 8 HOURS PER DAY OR 20 HOURS PER WEEK.*
6. *I understand that I am representing the UTeaChattanooga program and that I am to act professionally and respectfully when dealing with others.*
7. *I have read and understand the Code of Ethics.*

I verify that I have read, understand, and will comply with the previously listed statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please contact the UTeaChattanooga office at any time during the semester if you have questions, concerns, or comments about your internship.