



INTERNSHIP APPLICATION FORM

Vancouver Campus

FDU Vancouver students interested in participating in an Academic Program Internship must submit this form to the Career Services Office after receiving the necessary approvals from their Academic Advisor and Program Coordinator. All Internship must be formally approved with all required signatures below prior to the start of the Internship. Please refer to the back of this form for additional and specific information for your program. In addition to this Application Form, students must complete a **course registration form** and submit a copy of their **resume**.

Last Name: _____ First Name: _____ Student ID: _____
 Program Major: _____ Concentration/Specialization: _____
 E-mail: _____ Home Phone: _____ Cell Phone: _____

TO BE COMPLETED BY THE ENROLLMENT SERVICES OFFICE

Last Term Attended: _____ Student Eligibility: _____ Checked By: _____ Date: _____

Course Name (Attach Syllabi): _____ Number of Credits: _____ Academic Term: _____
 Placement Type: Full Time Part Time Unpaid Stipend Paid Other Paid Minimum Hours Required: _____
 Start Date: _____ End Date: _____ Special Notes: _____

Information about type of Internship Requested: *Internship Placements are subject to availability*

Placement Service Required Yes No Placement Service: _____ Fee: \$ _____

INTERNSHIP COMPANY INFORMATION (If available)

Name of the Company: _____ Website: _____
 Address: _____ City: _____
 Province/Country: _____ Postal Code: _____
 Website: _____ Contact: _____
 Phone: _____ Email: _____

Student's signature: _____ **Date:** _____
 In accordance with Canadian Anti-Spam Legislation CASL, I consent to receive emails, text messages, and voicemails from a placement company. Such emails typically cover topics such as reports, placement check-ins, and scheduling site visits.

APPROVALS

FDU-V Academic Advisor _____ Date: _____
 FDU-V Program Coordinator: _____ Date: _____
 FDU-V Career Services: _____ Date: _____
 FDU-V Director of Enrollment Services _____ Date: _____
 FDU- NJ Dean's Office (as required) _____ Date: _____
 FDU-V Academic Mentor _____ Date: _____

Name: _____ Email: _____ Phone Number: _____

Practicum Form sent to Placement Agency	By:		Date:	
Practicum Agreement Received	By:		Date:	
Practicum course setup	By:		Date:	
Acknowledge Letter sent to Practicum Company	By:		Date:	
WCB Notification	By:		Date:	
FDU V Human Resources	By:		Date:	

Fairleigh Dickinson University - Vancouver Campus

Office of Enrollment Services

Internship Requirements

Several programs have an internship requirement or options which students must fulfill to complete the program. For students to do an internship, they would be registered in a course, for which tuition is paid. The course has an academic component in addition to the experiential component. The course would be under the supervision of an academic instructor, formally evaluated and a grade assigned. For some internship, FDU works with a placement company. However, students may arrange an internship by themselves.

Bachelor of Science Degree – Information Technology

- Students may complete INFO 4205 through an internship. This is a required course for graduation
- Students may take an internship when they are in the final year of their program

Bachelor of Science Degree – Business Administration

- Students may complete one of their required Business Major Electives through an internship

Bachelor of Arts Degree – Individualized Studies/Other Specializations

- Students in other specializations can complete an internship with the approval of the Program Coordinator

For the above degrees,

- Students must have completed at least 48 credits to be eligible (or with special academic approval)
- Transfer students must have completed 12 credits at FDU
- Students must have a minimum GPA of 2.5
- An internship can be done any term
- An internship will usually be unpaid, but may be paid
- An internship is “for credit” and students must be registered in the appropriate course for their program.
- Internships will usually require 12-20 hours/week for a minimum of 150 hours

Bachelor of Arts Degree – Individualized Studies/Specialization in Hospitality Management

- Students are required to complete three Work Experience internship of 400 hours of hospitality work ranging from practical / self-directing (WT I), to supervisory (WT II), to managerial (WT III). This is a program requirement that all students in this specialization must complete for graduation
- Each internship is a one (1) credit course which will usually be taken during the summer term
- Students must have a minimum GPA of 2.5

Masters of Administrative Science

- Students may apply to take part in the MAS Internship Placement Program. This is considered a one term full time placement. Students taking this program option must successfully complete the Internship to meet the requirements for graduation
- Students will enroll in Curricular Practical Training, which is a one credit course
- This is a full time internship. Students must be in good academic standing and have completed 18 credits prior to the start of the internship
- Internships will generally be full time and a minimum of 300 hours. Paid internships will usually be a minimum of 16 weeks (480 hours)
- Students must have a minimum GPA of 2.75

Immigration

- International students who wish to participate in an internship program must possess a valid study permit. Students cannot begin their internship until they have received their coop work permit. The processing time for coop work permits can take up to 75 days or longer, therefore it is recommended that students apply for their coop permit as early as possible

Internship Payment Policy

- Students are responsible for the full tuition and applicable placement costs after submitting the application form that includes signatures from the Academic Advisor, Career Services Representative and student.
- Total fees include: a one credit course tuition fee for MAS students and three credit course for Undergraduate students, plus an additional **placement fee** of \$500.00 if the student accepts a paid practicum. Placement Fees are **not** charged if the students find their own internships.

Internship Refund Policy

- In the event a student needs to withdraw from their practicum program, the student must inform the Career Services and **Enrollment Services Office immediately**. The following refunds may be granted:

Refund Period	Unpaid Internships	Paid Internships
After Internship application but prior to the 1 st consultation with the placement company	100% Refund Refund of 1 MAS credit Refund of 3 UG credits	100% Refund \$500 - placement fee Refund of 1 MAS credit Refund of 3 UG credits
Prior to the 1 st interview with a potential company for the Internship	\$75 Charge	\$75 Charge
After a successful interview or after an Internship has been confirmed	\$250 Charge	\$250 Charge
After the start date on the Internship	No Refund	No Refund

- **All payments and refund are to be processed by the Enrollment Services Office.**