

ID 400: Interior Design Internship

Company Acceptance of Student

Registered or will register for ID 400: Fall ___ Spring ___ Summer ___ year ___ Jr. ___ Sr. ___

Date _____

To be completed by student

In order to receive credit from WVU, this site approval request must be completed and accepted by the faculty before the internship begins.

Student Name _____ Phone _____

Permanent Address _____

City _____ State _____ Zip _____

Site/Company _____

Address _____

City _____ State _____ Zip _____

To be completed by the on-site supervisor

Please complete the following information and give the form to the intern. This information must be on file before they can begin their internship with your company. Thank you.

I have interviewed _____ and feel that they are qualified to be hired as an intern in my company.

The on-site supervisor of the student will be:

Name

Position

Professional background

Telephone #

E-mail address

The total # of hours the intern is expected to work during this scheduled internship is _____ (students should work 40 hours for each 1 hour of academic credit received)

Work from ___/___/___ to ___/___/___ for ___ hrs. per week (total ___ hours) ___ credit hours

The intern will be expected to be involved in the following activities:

I understand that it is my responsibility to complete an evaluation of the intern at the completion of the internship.

On-site supervisor signature _____

Any questions or concerns about the intern should be referred to:

Mrs. Barbara Lingle
Adjunct Professor, Interior Design and
Designer/Owner BL Interiors
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