

Internship Application Materials

School of Criminal Justice & Social Sciences



You are unable to save the internship application in Handshake and return to it later. Below is a list of the information that you will need for your internship application, so that you can collect the information prior to starting the internship application in Handshake.

Organization (Employer Name)

Site Supervisor Information (Your direct supervisor at the internship organization. This person will approve your application electronically.)

- **Name**
- **Email**
- **Phone Number**
- **Title**

Faculty Mentor Information (This person will approve your application electronically.)

- **Name**
- **Email**

Your Student ID Number

Your GPA

Number of Credit Hours you will have completed by the start of the internship

The semester in which you plan to start your internship hours

The semester in which you will have the academic internship course show up on your schedule

Location of Internship (Full Address)

Internship Title

Internship Start Date (Approximate)

Internship End Date (Approximate)

Internship Pay Information, if applicable. If paid, the application will ask for your hourly rate or overall stipend.

Total Internship Hours (Approximate. Note - internships must be at least 150 hours for 3 credit hours; Forensic Psychology majors must complete 300 hours for 6 credit hours)

Emergency Contact Information

- **Name**
- **Relationship**
- **Phone Number**

Internship Description. This needs to be the full internship description with responsibilities, duties, etc.

Student Agreement. All students are required to complete the Student Agreement, which is part of the internship application in Handshake. It is strongly recommended that you review the agreement before starting the application. You can find the agreement at <https://www.tiffin.edu/student-support/career-services/internships/>.