



## **International Education Internship Placement Preapproval**

Your internship should be completed after your first semester in the International Education program. You must receive preapproval from the Internship Coordinator prior to the first class meeting, and must enroll in INTE-GE 2802. You can either register for 3 credits or 4 credits. 3 credits will require 135 hours and 4 credits will require 180 hours of internship time. Because the internship course is offered in the fall, spring, and summer, you should enroll in the course in the *same* semester that you do your hours.

**You *must* attach a job description or list of responsibilities to this form.**

**Student Name:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Site Supervisor Name:** \_\_\_\_\_

**Site Supervisor Contact Email:** \_\_\_\_\_

**Site Supervisor Contact Phone:** \_\_\_\_\_

**Intended Start Date:** \_\_\_\_\_

**Check any that apply:**

I work at this site full-time already, and would like to request to do my internship placement here. (This is an exception, and further information will be requested before review).

Part or all of this internship will be completed out of the NYC area.

**Please leave this form in her mailbox in Kimball Hall 3<sup>rd</sup> floor, or submit to: [maw660@nyu.edu](mailto:maw660@nyu.edu)**