



# INTERNSHIP APPLICATION FORM

GRAND CANYON UNIVERSITY/ ACADEMIC YEAR: \_\_\_\_\_

Student Name \_\_\_\_\_ Fresh/Soph/Junior/Senior

Email Address: \_\_\_\_\_ DOB: \_\_\_\_\_

School Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Address: \_\_\_\_\_ GPA: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Total number of internship hours requested: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated end date: \_\_\_\_\_

Times/Days available: \_\_\_\_\_ Anticipated hours per week: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student's Supervising Teacher's Name: \_\_\_\_\_

Supervising Teacher's Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervising Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Submit this completed document and: a one page resume', a signed / dated letter of recommendation from your supervising teacher, and a one page explanation of why you are applying for a GCU internship. Important information to include: what type of project would you like to work on, what skills you bring to the research team, and what you hope to learn from the experience.

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\*Submission of an application does not guarantee an internship position.



## **Code of Professional and Ethical Conduct Agreement**

As an intern you are not simply representing yourself. You are the face of the university and of all students, both current and future. Whether you do well or not at your site may have long-lasting implications. You must abide by your school's policies, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification from your supervisor. **Review the requirements below and initial next to each item acknowledging that you understand and will abide by these standards.**

\_\_\_\_\_ I will keep my student advisor, my instructor, my site supervisor, and the college apprised at all times of my current contact information.

\_\_\_\_\_ I understand that permissible work absences include illness or other serious circumstances. Coursework assignments or co-curricular activities are not legitimate excuses. I must immediately notify my site supervisor in case of absence.

\_\_\_\_\_ I will immediately report any changes in my internship status (layoff, hour reduction, dismissal) to my instructor, student services advisor and the college.

\_\_\_\_\_ If I feel victimized by a work-related incident, I will contact the college and my student services advisor, and my instructor immediately.

\_\_\_\_\_ Due to the nature of an internship arrangement, I may not withdraw from a site except in severe and justifiable circumstances as determined by the college.

\_\_\_\_\_ I will follow all policies and procedures of the internship site, as well as the university policies for the academic internship program. This includes completion of all assignments (work-related and academic) related to the internship. Interns are to adhere to the University Policy Handbook, the Student Handbook, the company's policies and procedures and all professional standards and practices.

### **I will conduct myself in a professional manner at all times. This includes, but is not limited to:**

\_\_\_\_\_ maintain confidentiality regarding information accessed about any patients, clients, members, customers, employees, and products/services associated with the employer site

\_\_\_\_\_ report to the internship on-time

\_\_\_\_\_ use appropriate written and oral expression in all interactions with university and site personnel, managers, supervisors, employees, and clients

\_\_\_\_\_ participating in any orientation, training, or testing as required by the internship site

\_\_\_\_\_ observe all established safety, policy, and sanitation codes

\_\_\_\_\_ engage in positive, professional, and legal behavior and promise to perform in a professional manner and to complete all specified requirements.

\_\_\_\_\_ accept responsibility and accountability for decisions and actions taken while at the internship site

\_\_\_\_\_ ensure that all interactions with guests, patients, clients, members, customers, the public, and fellow employees are conducted with dignity and respect towards every person

**If, at any time during your internship you have any questions or concerns, including concerns about completing the required minimum hours, please contact your instructor or the college immediately.** GCU reserves the right to remove a student and terminate the internship at its sole discretion that such student is not performing satisfactorily in the program, or otherwise is in violation of this agreement. GCU also reserves the right to withhold academic credits should the intern be in violation of this contract. The intern acknowledges that he or she has read and understands the material mentioned above, and willingly undertakes personal responsibility for the internship commitment. The student acknowledges that any loss, damage or injury which may result from participation in the above described internship is the responsibility of the student and the student will not hold the GCU, its agents, officers or employees responsible for property damage or related expenses which may occur in the course of the internship. By signing this agreement, the intern gives permission to GCU and Intern Site to conduct a criminal background check and fingerprint clearance, grade check, academic credentials check. *Signing below indicates that you have reviewed the above and agree to the outlined Code of Professional and Ethical Conduct*

*Student Name (printed):* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_