

# Internship Application

Missouri Western State University  
Department of Chemistry

Internship Director  
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## STEP 1 – Student Portion:

Name: \_\_\_\_\_ G# \_\_\_\_\_

Major: \_\_\_\_\_ Phone # \_\_\_\_\_

Internship Company: \_\_\_\_\_

Address/city/state/zip: \_\_\_\_\_

## Student Application Checklist – please check off each and sign below:

\_\_\_\_\_ I have completed the prerequisites listed below for a chemistry internship:

**1. Junior or Senior standing**

**2.** Declared major in a program offered through the Department of Chemistry.

\_\_\_\_\_ I understand my internship cannot be at my current place of employment or under the supervision of a family member.

\_\_\_\_\_ I communicated with my academic advisor who confirmed that I meet the prerequisites and will complete \_\_\_\_\_ credit hours of CHE475 Internship in Chemistry during the \_\_\_\_\_ semester of \_\_\_\_\_ year. I understand that all my work hours must be completed at the same employer during the semester I am enrolled for credit.

**Academic Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ I understand that a minimum of 45 work hours are required for each credit hour that I am enrolled in.

\_\_\_\_\_ I have a job description from the employer attached to this application that is challenging and relevant to my major. My hourly wage for this position is \_\_\_\_\_.

\_\_\_\_\_ I understand the deadline to enroll in CHE475 is by Friday of the first week of classes.

\_\_\_\_\_ I will check my email and Canvas account to ensure all requirements for the course are completed.

\_\_\_\_\_ I agree to conduct myself in a professional manner, complete assigned tasks, and adhere to all personnel rules to the satisfaction of my supervisor.

\_\_\_\_\_ I understand I am a student first and my internship will not interfere with my class schedule or academic success.

**Required Assignments:** Please initial next to each assignment.

I understand the following assignments are due to my faculty advisor by the assigned dates in order to receive credit and a grade for my internship:

- Weekly logs to be submitted once per month
- Professional resume to be reviewed by employer supervisor and faculty supervisor
- Oral Presentation on internship experience
- Midterm written reflection of internship experience .
- End of term written reflection of internship experience.
- Supervisor evaluation

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2 – Employment Supervisor Portion:**

Supervisor name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Supervisor checklist** – Please check off each and sign below.

I am aware of the work hours required to complete the internship and verify that it will be possible for the student to achieve, barring any extraneous circumstances.

I understand the intern/student is receiving course credit and as the intern employment supervisor I will be asked to be involved with:

- Goal setting/reviewing for the internship period
- Constructive Resume Review
- A mid-point check by the Chemistry faculty supervisor
- Completing an evaluation regarding the intern's performance at completion
- Approving/signing the intern's work hour log

Internship start date: \_\_\_\_\_

Internship end date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 4 – Chemistry Department Portion:**

Enrollment Checklist and Signature:

Job description is relevant and challenging.

Supervisor confirms opportunity for work hour requirement to be met.

Student meets course prerequisites.

Student approved to enroll in \_\_\_\_\_ for \_\_\_\_\_ 20\_\_ semester

Chemistry Internship Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_