

Institute for Children, Youth & Families

Service Learning Internship

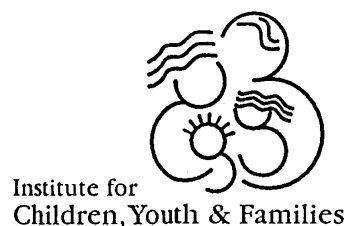
Application Instructions

- ❑ **Read the Internship Application Packet thoroughly.**
- ❑ **Make an appointment to see the Service Learning Coordinator.** You will consider whether you are ready for the experience, explore placement ideas, and get answers to your questions before you proceed with the placement search and application process.
- ❑ **Complete agency search and selection.** You are responsible for arranging your internship placement. The Service Learning Coordinator will help you in the selection process. Please see “Finding an Internship Placement” included in this packet.
- ❑ **Complete application and submit to the ICYF Service Learning Coordinator.** Once you have agreed upon your placement site with your agency supervisor, you must complete and submit the following forms from this packet:
 - Internship Application
 - Assumption of Risk and Release
 - Internship Registration
 - To-Date copy of your SAPR

This process must be completed by the following dates:

Semester to Enroll	Applications Due
Fall	First Monday in August
Spring	Last Day of Fall Semester
Summer	Last Day of Spring Semester

The Service Learning Coordinator will review your application. If approved, your information will be sent to the FSHD office for registration. If changes are needed, the Service Learning Coordinator will contact you to discuss the matter. It is important that you confirm your registration status by checking Student Link.



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