

**Professional and Administrative Staff Internship
Employee Registration Form**

Directions

Please fill this form out on-line and then forward this form to your current supervisor. The current supervisor will then forward this form to the internship supervisor who will send it onto Amy Gambrell, Coordinator of Professional & Career Development, (Amy.B.Gambrell@cmich.edu) who will accept the forwarded e-mail as an approval from all three parties.

Current employee information

Name: _____ Date: _____

Phone: _____ E-mail: _____

Unit: _____ Supervisor: _____

Internship Information

Receiving Unit: _____ Supervisor: _____

Internship Objectives:

1. _____
2. _____
3. _____

Start Date: _____ End Date: _____

Internship Schedule: _____

