

Intern Placement Request and Approval Form

Instructions: Please complete all sections of this form to request an intern placement. Print the completed form to obtain the required physical signatures for approval.

1. Requester & Department Information

Date of Request:	<input type="text" value="DD/MM/YYYY"/>
Requesting Department:	<input type="text"/>
Supervisor Name:	<input type="text"/>
Supervisor Title:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Extension:	<input type="text"/>

2. Internship Position Details

Proposed Intern Position Title:	<input type="text"/>
Number of Interns Requested:	<input type="text"/>
Target Start Date:	<input type="text" value="DD/MM/YYYY"/>
Target End Date:	<input type="text" value="DD/MM/YYYY"/>
Expected Weekly Work Hours:	<input type="text"/>
Compensation (Paid / Unpaid / Stipend):	<input type="text"/>

3. Role Description & Requirements

Please outline the primary duties, projects, and required skills for the intern.

Primary Duties & Responsibilities:	<input type="text"/>
Learning Objectives & Outcomes:	<input type="text"/>
Required Skills / Qualifications:	<input type="text"/>
Workspace & Equipment Needed (e.g., Desk, Laptop, Software):	<input type="text"/>

4. Budget & Funding Authorization

Funding Source / Cost Center Code:	<input type="text"/>
Allocated Budget Amount (if applicable):	<input type="text"/>

5. Approvals & Signatures

By signing below, the parties approve the intern placement request and confirm the availability of resources and budget.

Department Head Signature:	<input type="text" value="Sign here after printing"/>	Date:	<input type="text"/>
Human Resources Signature:	<input type="text" value="Sign here after printing"/>	Date:	<input type="text"/>
Finance / Budget Approver Signature:	<input type="text" value="Sign here after printing"/>	Date:	<input type="text"/>