

Online Internship Application Worksheet

Department of Teacher Education

(this information is needed to complete the online application — required before registration is allowed)

1. Gather the information requested on this form. **Your** information should be where you will be living **while completing your internship**.
2. Go online and begin registration for this class (initially there is no “A” to add the class. Click on APPROVED [Internship Application](#) link above where you add classes to complete form, using the information gathered below.)
3. Enter all requested information and submit. After instructor approves your application, it goes to the Internship Office for approval, and then you receive an e-mail saying you can register for the class. If there is an international aspect to the internship, the International Internship Coordinator will also have to approve your application.
4. If you have any questions, contact the instructor:

Coaching Minors & PETE Majors—Tara Hall ▪ 513-314-7053

▪ tara.hall@nebo.edu

P L E A S E P R I N T

Student Name		ID#	E-mail	
Address				
City		State	Zip	Phone
Experience Provider (school)			Main Phone	
Address			City	State Zip
On-Site Supervisor (head coach)			Direct Phone	
Position/Title (Sport)			E-mail	

Enrollment Year	<input type="checkbox"/> Fall (yr)	<input type="checkbox"/> Winter (yr)	<input type="checkbox"/> Spring (yr)	<input type="checkbox"/> Summer (yr)
Enrolled in Section 001 PETE Majors Section 002 Coaching Minors	PETE 399R	Section # of Credits	Coaching—Faculty Internship Advisor: Tara Hall ▪ 513-314-7053 ▪ tara.hall@nebo.edu (majors & minors)	
Duration of Internship	Begin Date:		End Date:	

- I am aware that health insurance is required and will have it in place when I begin the internship.
- I have notified the Off-Campus Housing Office of my living arrangements, if required.
- I have read the 16-item Student Agreement on the next page, the Honor Code, and Mutual Obligations and agree to follow them.
- I have read and understand the Internship Master Agreement.
- I have completed and turned in the required Coaching Internship Approval Form with signatures of the Head Coach and Principal, accompanying autobiography, and copies of my first aid/CPR cards.
- I have completed fingerprinting and background check through the Education Student Services office (120 MCKB).

Description of Internship / Responsibilities and Duties
