

INTERNSHIP SITE APPROVAL

Student's Name: _____ Date: _____

Site: _____

Start Date: _____ End Date: _____ Hours Per Week: _____

Brief Job Description:

Site Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Telephone: _____ Fax: _____

As site supervisor, I understand that the intern must work a minimum of 240 hours at this site in order to fulfill the requirement for the leadership studies major.

Please **SAVE** and **PRINT** this form, give it to your site supervisor, and obtain the appropriate signatures in the spaces provided below.

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

Please return the completed form to the Jepson School drop box located at Jepson 122.

Forms may also be mailed, scanned and e-mailed, or faxed to:

Dr. Kerstin Soderlund
Associate Dean for Student and External Affairs
Jepson School of Leadership Studies, 123 Jepson Hall
28 Westhampton Way
University of Richmond, VA 23173
[E-mail: ksoderlu@richmond.edu](mailto:ksoderlu@richmond.edu)
Fax: (804) 287-6062

Scanned or faxed signatures are acceptable.

April 2018