



DEPARTMENT OF FINANCE, INSURANCE AND LAW

Illinois State University

Internship Verification Form

FIL 298/398/498 is an internship whereby a student typically works anywhere from 10 to 18 hours per week for 15 weeks during a regular school term, or 20 to 40 hours per week during a summer session, for a business firm. Each firm appoints a supervisor to direct the student in his/her research or work assignment.

Since the student will receive university credit for his/her work, the cooperating business should expect the student/intern to be productive and well-motivated. The intern is seeking additional understanding of the practice of business, generally, and finance, in particular.

Internship Information

Student Intern _____ Home Phone _____

E-mail _____

Name of Firm _____

Address _____

City _____ State _____ Zip _____

Supervisor _____ Title _____

Phone _____ E-mail _____

Intern's hours per week: _____ times # of weeks _____ equals estimated total hours: _____

Start date _____ End Date _____

Rate of pay (if applicable) _____/hr. _____/wk. _____ Other

Please provide a position description of the intern's duties (refer to [position description](#) on the internship website). By signing this form, the intern and the supervisor agree to the terms of the written description.

Student Intern

Supervisor