Certificate Internship Confirmation

Students who are pursuing a certificate in Not-for-Profit Business must complete a minimum 200-hour internship in the not-for-profit sector. Confirmation can be granted no later than 90 days after the completion of the internship by the Certificate Coordinator. A supervisor’s signature OR confirmation on company letterhead is required.

Please complete this form and return it to the Certificate Coordinator in 238 Wehner. An email will be sent to the student’s TAMU email address from the UPO as confirmation of receipt.

STUDENT INFORMATION
Name: ___________________________ UIN: ___________________________
TAMU Email: _______________________ Phone: _________________________
Major: _______________ GPA: ___________ Expected Graduation Date: ____________

INTERNISHIP INFORMATION
Company: ___________________________ Position Title: _______________________
Internship Dates: _________________________ (If still employed, hours worked per week: ____)
Total number of hours worked: _______ Percentage of work related to certificate subject: ______
Description of duties: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

SUPERVISOR INFORMATION
Name: ___________________________ Title: ___________________________
Email: ___________________________ Phone: ___________________________

_________________________________ ________________________________
Supervisor’s Signature OR attached confirmation Date

I hereby state that I have met the internship requirements required by the Undergraduate Program Office to earn a certificate.

_________________________________ ________________________________
Student Signature Date

Internship information has been confirmed by the Certificate Coordinator

_________________________________ ________________________________
Academic Advisor Date