Students must provide the following information when applying for a new MOU Internship site. Please review new MOU request guidelines in the HCM Internship Handbook before submitting this form. New MOU request must be submitted within the first two (2) week of the HCM 421 course.

**Section I**

**Student Information:**

Date: ______________

Student Name: __________________________________________

Phone: __________________________ Email: ______________________

Intended Internship Semester (circle one): FALL  SPRING  SUMMER

Intended Internship Year: _________

**Section II**

**Information for MOU:**

Organization Name: __________________________________________

Type of Organization (Privately owned, Not-for-Profit, etc.): ________________________________

Organization Address: __________________________________________

MOU Contact Name: __________________________________________

Phone Number: __________________________ Email: ______________________

**Internship Contact Information:**

Name: __________________________________________ Title: ________________________________

Phone Number: __________________________ Email: ______________________