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: ___________________________