

APPENDIX E
New Site Approval Form

Step 1: Student

A. Complete the following information

Your Name: _____ Advisor: _____
Name of New Site: _____
Contact Person: _____
Address: _____
Phone #: _____ Email: _____

Briefly describe what you know about this site:

Attach and submit printed materials from this site to the Internship Coordinator. **You must include an outline of internship responsibilities.** Materials may also include a description of the site, job description, internship manual, etc. The more comprehensive the related materials, the easier it will be for your Internship Coordinator to determine the appropriateness of this site.

Step 2: UNH Internship Coordinator (sign) _____ **Date:** _____

I have reviewed your request for this new site. Based on my review of materials and/or discussion with contact person:

- This site meets university requirements
 - This site does not meet university requirements
 - There is insufficient information to make a decision at this time. Obtain the following additional information:
-

Step 3: UNH Academic Advisor (sign) _____ **Date:** _____

I have reviewed your request to approve a new site. Based on my review of the materials and/or discussion with the Internship Coordinator and /or site contact person:

- The site is approved for an internship
 - The site is not approved for an internship based on the following reasons:
 - Make an appointment with your advisor to discuss concerns about this site.
-

Step 4: Student

- A. If the site is approved submit the site approval form to your advisor for signature and forward to the Internship Coordinator.
- B. If the site has not been approved, or you decided against this site, continue with the search process. Make an appointment with your advisor if you need additional guidance.