Planning to Host an External (non-MU) Student as an Intern in Spring 2021?

Here’s how to start the process…

1. Review the full Administrative Policy on HOSTING ACADEMIC INTERNS from other UNIVERSITIES AND COLLEGES

2. Submit a completed Request for External Academic Intern to Experiential Learning & Career Management (ELCM)

What happens next?

3. Human Resources (HR) initiates the criminal background clearance process

4. Upon notice of clearance approval, the Supervisor issues a letter to the Intern, which contains:
   • the term of service
   • the scope of the academic internship objectives
   • a description of any benefits to be received by the Intern
   • a place for the Intern’s signature

5. The Supervisor forwards the Affiliation Agreement from the Intern’s home institution to ELCM for the Provost’s signature.

Questions?
Contact: Melissa Wardwell (melissa.wardwell@millersville.edu)

Submit forms to ELCM via careers@millersville.edu