YONKERS PUBLIC SCHOOLS

One Larkin Center
Yonkers, New York 10701
Tel. 914 376-8075
Fax 914 376-8589

INTERNSHIP APPLICATION
FOR PUPIL SUPPORT SERVICES/GUIDANCE PERSONNEL

Dear Applicant:

Thank you for selecting the Yonkers Public Schools as your choice to do your internship. Please fill out Section 1 of the form below and have it signed by your college / university official. Attach to this form, on official school letterhead, your supervisor's request that you do your Pupil Support Services Personnel internship in the Yonkers Public Schools, indicating beginning and completion dates, and number of hours per day. Upon completion, please return both the letter and this form to the department of Pupil Support Services/Guidance Administrator depending upon internship.

SECTION I

Name: _____ Tel. No. _____

Address: _____ _____ _____ _____
Street City State Zip Code

College: _____ Tel. No. _____

Address: _____ _____ _____ _____
Street City State Zip Code

Internship (check one): ☐ Counseling ☐ Psychology ☐ Social Work

Supervisor in Charge of Internship: _____

School Preferred: _____ Area: _____

Beginning Date: _____ Completion Date: _____

Days of Week: _____ Hours Per Day _____

Signature of College / University Official: _____

SECTION II

PLEASE DO NOT FILL IN THIS SECTION

Assigned to: School: _____ Principal: _____

Address: _____

Supervising School Personnel: _____

APPROVED: _____ DATE: _____
PUPIL SUPPORT SERVICES/GUIDANCE ADMINISTRATOR SIGNATURE

APPROVED: _____ DATE: _____
ADMINISTRATOR, DEPARTMENT OF HUMAN RESOURCES

SECTION III

TO BE COMPLETED AND RETURNED TO DEPARTMENT OF PUPIL SUPPORT SERVICES/GUIDANCE ADMINISTRATOR AFTER INTERNSHIP IS COMPLETED FOR ACCRUING OF IN-SERVICE CREDIT(S)

Intern's Signature _____ DATE: _____

Supervising School Personnel's Signature: _____ DATE: _____

COMPLETED: _____ DATE: _____
PRINCIPAL'S SIGNATURE

APPROVED: _____ DATE: _____
PUPIL SUPPORT SERVICES/GUIDANCE ADMINISTRATOR SIGNATURE

APPROVED: _____ DATE: _____
ADMINISTRATOR, DEPARTMENT OF HUMAN RESOURCES

☐ ONE IN-SERVICE CREDIT ☐ TWO IN-SERVICE CREDITS

cc: Personnel, P.S.S./Guidance Admin., Cooperating Teacher, Intern, College / University