

# Administrative Internship Placement Request

Please note that this form does not take the place of the form(s) from your college or university. If your university requires paperwork, those documents should also be submitted along with this form to ensure administrative internship placement.

Submit all forms to Kimberly Hammond by email ([kimberly.hammond@nn.k12.va.us](mailto:kimberly.hammond@nn.k12.va.us)). If you have any questions, please email or call (757) 881-5061, ext. 11143.

Administrative Internship Request Form			
<b>Name:</b>			
<b>E-mail:</b>			
<b>Current Position:</b>		<b>Current Location:</b>	
<b>University:</b>		<b>Degree Sought:</b>	
<b>Required Levels/Hours:</b> <i>(elementary, middle, high, central office)</i> NOTE: This form should be submitted with hours and placements needed for the upcoming semester only. Interns submit a new form each semester that placements are required.			
Level 1:		Hours Needed:	
Level 2:		Hours Needed:	
Level 3:		Hours Needed:	
Level 4:		Hours Needed:	
<b>Preferred Start Date:</b>		<b>Required End Date:</b>	
<b>Desired location(s)/mentor(s):</b>			
<i>*Please note that desired locations and mentors are not guaranteed.</i>			
<b>University Contact</b>			
<b>Name:</b>			
<b>Position:</b>			
<b>Phone:</b>			
<b>Email:</b>			
<b>Other Important Information:</b>			

Office use only:

Assignment(s)	Mentor(s)	Date(s)