



Date received _____ Date trained _____ by _____ Date to start _____

Administrative Internship for Students
Miller Child Development Laboratory School
Department of Human Development and Family Science

Opportunity to participate and learn in the leadership aspect of administration in an early childhood setting. Work with the Administrative Team of the lab school, in collaboration with the teachers, staff, students, and families. Gain experience in mentoring, coaching, supervising staff as well as the daily operational needs of the program.

Days include: Monday through Friday

Full time internship 9:30-5:30

Part time internships 10-3

*Schedule subject to change based on events of the program

Name _____ School _____

Academic Advisor _____

Year completed _____ Phone _____ Email _____

What are your future goals upon graduation?

Describe any experience you have had in a leadership role:

Describe the experiences and/or goals do you hope gain in this internship



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All internships must have a current drug screen, physical, and background check

References: Name of 2 people not related to you who can comment on your character

1. _____
name *phone*

2. _____
name *phone*

*Please include a copy of your resume

Please specify the internship days/hours you would be available:

Do you need to complete certain requirements as an intern?

Example – do you need to host an activity with the children or do we need to keep track of your hours? Please explain

I give Miller Child Development Laboratory School permission to contact the references listed above.

Signature of Applicant

Date