



# JIFSAN Internships for Undergraduate Students

## Paid Internship Application for Continuing Interns

If you are currently working as a JIFSAN intern and plan to continue your internship during the upcoming semester, you are eligible for payment in the form of an hourly wage (\$16/hour). This requires that you commit to continue working a specified schedule for the upcoming semester, remain in good academic standing, and receive a favorable recommendation from your mentor to continue. Internship periods and important dates are posted at <https://jifsan.umd.edu/research/internship-program>. The **maximum** time commitments are:

Fall semester	8-10 hours/week for 15 weeks
Winter term	30 hours/week for 3 weeks
Spring semester	8-10 hours/week for 15 weeks
Summer	30 hours/week for 13 weeks

Interns may work a maximum of 690 hours per year. This is calculated based on 300 hours for the two semesters when classes are in session and 390 hours for summer. There is no separate allocation for winter term. Students are permitted to work during winter term, with the understanding that any hours worked during this time will decrease the number of hours they have available for other internship periods. Seniors graduating at the end of the spring semester are allotted a maximum of 390 hours for the academic year prior to graduation, subject to the same weekly maximums as other student interns.

Interns must work a minimum of 50 hours during the fall and spring semester and 130 hours during the summer to remain eligible for continuation in the program. No "leaves of absence" are allowed. A student who works less than the minimum number of hours will receive lowest priority for paid internships in the subsequent internship period.

Paid internship renewal applications consist of:

1. Application form with appropriate signatures
2. JIFSAN Mentor's letter of support for continuance of internship

The applicant is responsible for ensuring that all portions of the application are submitted by the deadline. Deadlines for upcoming semesters are:

Fall semester	August 15
Spring semester (includes winter term)	December 15
Summer	May 15

Submit completed applications to:

Dr. Kaci Thompson, Assistant Dean  
Science Education Initiatives, CMNS  
[kaci@umd.edu](mailto:kaci@umd.edu)

Erica Mudd, Payroll Coordinator  
JIFSAN  
[elmudd@umd.edu](mailto:elmudd@umd.edu)



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Semester (circle one):      Fall                      Winter/Spring                      Summer                      Year: \_\_\_\_\_

NAME \_\_\_\_\_

UID \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

MENTOR at the FDA \_\_\_\_\_

PHONE NUMBER (Cell) \_\_\_\_\_

PHONE NUMBER (Your FDA lab) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Have you previously been or are you now employed elsewhere on the University of Maryland campus?

YES                      NO                      Department/Unit: \_\_\_\_\_

Have you maintained 3 full years (36 months) of residency in the U.S. during the last 5 years?

YES                      NO

\_\_\_\_\_  
Student: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FDA Mentor Signature

\_\_\_\_\_  
Date

<b>For Business Office Use Only</b>		
KFS # _____	Effective Date _____	Hourly Rate _____
Citizenship Status _____	Time Entry Group _____	
Approved by: _____	Phone _____	Date _____



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### Mentor Recommendation Form

Name of Student: \_\_\_\_\_

Please provide a letter of support in the space below (attach additional sheets if needed). Include the following in your letter:

1. The student's length of employment;
2. An evaluation of their work performance, research proficiency and accomplishments
3. A statement of your support for the continuance of the student's JIFSAN internship
4. Foreign Nationals: In order to gain access to FDA facilities individuals must be able to pass a background check that is predicated upon their residency in the U.S. for three full years (a total of 36 months) during the last five years.

\_\_\_\_\_  
FDA Mentor Signature

\_\_\_\_\_  
Date

