

Externship/Absence from School Request Form

Student Name:	Dental Class:
Pathway: <input type="radio"/> HCD <input type="radio"/> Leadership <input type="radio"/> Research	Type of Experience: <input type="radio"/> Conference <input type="radio"/> Externship <input type="radio"/> Internship
Student Contact Information:	Dates of Experience:
Organization Name:	Contact Person/Supervisor:
Organization Address:	Contact Phone/Email:

Necessary Approvals:

1. All students planning to participate in an externship/internship/conference during regularly scheduled class time are responsible for contacting their course directors/clinic directors for absences related to their course or clinical work. If you will be missing course/clinical work, the following approvals must be obtained:

Please list names of **ALL** course directors and your clinic director below. Please have each director initial by their name to indicate you have discussed your absence with them and have made a plan to make-up missed work if necessary.

<u>Course/Clinic Director Name (printed)</u>	<u>Initials</u>	<u>Course/Clinic Director Name (printed)</u>	<u>Initials</u>

2. If your externship requires international travel, you will need approval from Dr. Carlos Gonzalez, Director of Global Oral Health Initiatives.
(Before seeking Dr. Gonzalez's approval, students traveling internationally for an educational or service experience must complete the [International Education Experience Form](#))

 Carlos Gonzalez-Cabezas, DDS (Director)

 Date

Externship/Absence from School Request Form

Comments:

3. Final externship/absence approval is required from Dr. Renée Duff, Assistant Dean for Student Services.

Renée E. Duff, DDS, MS, Assistant Dean for Student Services

Date

Comments:

4. After obtaining all necessary approvals, please return your completed form to the Registrar's Office in room G226.

Please Note:

Once your externship/absence is approved by Dr. Gonzalez, you will need to fill out the Student Absence Notification Form in MiTools. If you will be traveling internationally, please register your trip with the University Travel Office.