

Credit Bearing Internship (INT 199)

Registration Approval Form

Policy: As approved by the Committee on Academic Affairs (2009), the INT 199 credit-bearing internship course registration allows students to receive .5 course credits for an approved internship. Internships must include a minimum of 120 on-site contact hours, and students must keep a journal of their experience for submission to their faculty advisor. Students may receive non-wage financial support (e.g., travel or meal allowances) for their internship, but they cannot be paid employees. A maximum of two INT 199 internships may count toward graduation requirements. Students should meet with their faculty advisor to discuss the internship, and to make sure all required documentation has been submitted and received. Once their advisor has approved the internship, students should bring this form to their dean for final approval. An evaluation from the site supervisor should be sent to the advisor, after the internship is completed, and the advisor will submit a CR/NC grade.

Student name _____ College _____ Year _____ Term Registered _____

Title of internship _____

Sponsoring organization _____

Dates of internship _____ Number of hours (per week on site) _____

On site supervisor of internship _____

Brief description of internship

Checklist of Requirements:

- Letter of acceptance/appointment received from sponsoring organization. (Attach to this form)
- Internship job description received. (Attach to this form)
- Verification that the internship is unpaid.

Approval Signatures:

Student's current faculty advisor Date

Student's Dean Date