Internship Approval Form

Instructions
To Receive Credit for an Internship in the College of Arts and Sciences

1. Students must provide a brief description of the educational experience in the Intern’s Responsibilities section listed below. Internships must be the equivalent of a practicum in a MCAS department.

2. Students must commit to at least 50 hours work and secure the approval of the internship supervisor. If the internship relates to a major (Economics, English, or Sociology), department approval is required prior to dean’s approval.

3. Students need to obtain dean’s approval only if the internship is not related to the major.

4. Bring the completed form to Dr. Rory Browne at the Academic Advising Center, Stokes Hall S140.

Internships carry one credit and may be graded Pass/Fail only. Only one such credit will be counted toward the 120 required for graduation. Upon verification by the internship supervisor that the internship was successfully completed, a grade of P-pass will be recorded on the student’s transcript. Otherwise, a grade of F will be recorded. With the written approval of the internship supervisor, students may withdraw from the internship through the usual course withdrawal process, subject to the usual deadlines. In such cases a W will be recorded.

Student Information

Name ___________________________ Eagle ID Number __________________________

Major ___________________________ Year of Graduation __________________________

Have you ever enrolled in a 1-credit internship before?  □ Yes  □ No

Internship Information

1. Organization/Department ___________________________________________________________

   Position ___________________________ Hours/Week ___________________________ Total Hours ___________________________

   Semester  □ Fall  □ Spring  □ Summer 20__________

Intern’s Responsibilities ______________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I agree to supervise the above named student in the internship described and provide a final evaluation.

Signature ___________________________ Date ____________________

Name ___________________________ Title __________________________

Address ___________________________ Phone __________________________

Department and Dean Approval

I approve the internship described as a practical educational experience and assign it the course number ___________________________

□ For Degree Credit  □ For Enrichment Credit

Department Representative ___________________________ Date ____________________

Department ___________________________ Phone __________________________

Dean’s Signature ___________________________