Internship Approval Form

To receive credit in the College of Arts and Sciences, internships must provide an educational experience equivalent to a practicum in one of the departments represented in the College. Students must describe the educational experience briefly below, commit to at least 50 hours work, and secure the approval of the internship supervisor. If the internship relates to a major (Biology, Communication, Economics, English or Sociology), department approval is required, prior to dean’s approval. If the internship is not related to a major, only dean’s approval is necessary. Once the form is completed, please bring it to Dean Sarr at the Academic Advising Center at 84 College Road.

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______________________________ Eagle ID. No.__________________________
Major______________________________ Year______________________________

INTERNSHIP INFORMATION

Organization/Dept__________________________________________________________
Position________________________ Hours/week________ Total Hours__________
Semester (circle one) 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_____

DepartmentRepresentative_________________________________________ Date_________
Department________________________________________________ Phone__________
Dean’s Signature _____________________________________________________