

BOSTON COLLEGE

CHESTNUT HILL, MASSACHUSETTS 02467

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 on the Internship Approval form, commit to at least 50 hours work, and secure the approval of both the internship supervisor and the appropriate A&S department. Once approved, students should bring this form to the Associates Deans' Office in Gasson 109 to complete a drop/add registration form.

Internships carry one credit and may be graded Pass/Fail only. 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 for the internship.

Student _____ Eagle ID. No. _____

Major _____ Year _____

Local Phone _____ E-mail _____

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 upon completion.

Signature _____ Date _____

Name _____ Title _____

Address _____ Phone _____

DEPARTMENT APPROVAL

I approve the internship described as an appropriate practical educational experience within this department and assign it the course number _____

Department Representative _____ Date _____

Department _____ Phone _____