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 an A&S 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, Political Science 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 Interim Dean 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 POLI 1901.01 INTERNSHIPS

☐ For Degree Credit   ☐ For Enrichment Credit

Department Representative _____   Date _____

Department POLITICAL SCIENCE _____   Phone _____

Dean's Signature _____

NOTE: Supervisor must send an email evaluation to shirley.gee@bc.edu no later than _____ so a grade may be submitted.