Credit Bearing Internship (INT 199)

Registration Approval Form

Policy: As approved by the Committee on Academic Affairs (2009, amended March 2016), 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 a faculty supervisor who is normally the student's major or minor advisor. Effective Summer 2016, in addition to the .5 credit, students may receive financial compensation for their internship, including wages. A maximum of two INT 199 internships may count toward graduation requirements. Students should meet with their faculty supervisor prior to undertaking the internship to discuss the nature of the work assignment and the faculty supervisor's expectations for the reflective journal, and also to make sure all required documentation has been submitted and received. Once their faculty supervisor has approved the internship, students should bring this form to their dean for final approval. After the internship is completed, an evaluation from the on-site supervisor should be sent to the faculty supervisor, and the faculty supervisor will submit a CR/NC grade.

In undertaking an INT 199 internship, students need to be aware that a faculty supervisor should agree to oversee the internship prior to the start of the internship, and a faculty member can decline to serve as a supervisor; i.e. it is not automatic. Finally, the faculty supervisor can decide to grant the internship NC if the journal and/or report from the on-site supervisor indicate sub-standard performance, or self-reflection, or a combination of the two. ***Any International F1 student doing an INT 199 must have the signature of approval from the Director of International Student Affairs.***

Student Name_____College_____Year_____ Semester 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

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Checklist of Requirements:

[ ] Letter of acceptance/appointment received from sponsoring organization. (Attach to this form)
[ ] Internship job description received. (Attach to this form)

Approval Signatures:

_____

Student's current faculty advisor Date

_____

Director of International Student Affairs Date
Required for all International F1 students

_____

Student's Dean Date