



### Credit Bearing Internship INT 299

#### Registration Approval

Policy: As approved by the Committee on Academic Affairs, the INT 299 credit-bearing internship course registration allows students to receive a full course credit for an approved internship. Internships must include a minimum of 170 on-site contact hours, and students must keep a journal of their experience for submission to a faculty supervisor who is often the student's major or minor advisor. Additionally, all students must submit an essay reflecting on this internship experience in the context of their studies in addition to the journal or other equivalent academic component. Students may receive financial compensation for their internship, including wages. 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 or equivalent academic component, 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. **\*Students may complete a maximum of 2 credits of INT 199 and/or 299 coursework during their undergraduate experience.**

In undertaking an INT 299 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 299 must have the signature of approval from the International Student Success Manager.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Class Year \_\_\_\_\_ Semester Registered \_\_\_\_\_

Title of Internship \_\_\_\_\_

Sponsoring Organization or Office \_\_\_\_\_

Dates of Internship \_\_\_\_\_ Number of Hours (per week on-site) \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_

Brief Description \_\_\_\_\_

Dean's Name \_\_\_\_\_

Checklist of documentation to be included:

- Letter of acceptance/ appointment received from sponsoring organization.
- Internship job description received.
- \*I understand the INT limit and have discussed a plan with my advisor.

Approval: \_\_\_\_\_ Student signature

Student's current internship faculty advisor (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_

Description of tentative plan for academic component. \_\_\_\_\_

International Student Success Manager (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_  
(Required for all International F1 students)

Office of the Deans / Student's Dean (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_