



## Credit Bearing Internship (INT 199) Registration Approval

Policy: As approved by the Committee on Academic Affairs, 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 85 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 four INT 199 internships may count towards a total of the four 1/2 credits allowed for 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 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. Semester Registered (must be a fall or spring term)

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

Class Year \_\_\_\_\_ Semester Registered (must be fall or spring term) \_\_\_\_\_

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

Sponsoring Organization \_\_\_\_\_

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

On-Site Supervisor of Internship \_\_\_\_\_

Brief Description of Internship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### 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 \_\_\_\_\_