INTERNSHIP APPLICATION FORM
To be used to register a student for an internship

Student Name: ___________________________ ID# ___________________________

Term _______ Dates ___________ Course Subject: ___________ Course Number: 298

Course Title: Internship # of Credits (1-6): _______ (45 hours required per credit)

Instructor’s Name: ___________________________

Student Signature: ___________________________ Date: _______________________

See Policy 215.1 Internships
An academic internship is a valuable and integral component of an education. The purpose of an internship is to obtain practical work experience, to apply skills and knowledge learned in the classroom, and to gain exposure to various job opportunities while under the direct supervision of a designated supervisor at the place of internship. Internships may be paid or volunteer and typically last one academic semester. THIS FORM IS NOT REQUIRED FOR STUDENTS REGISTERING FOR A CAPSTONE COURSE.

Confirm the following requirements:
- [ ] The student is in the final semester of a degree or has the consent of the advisor and department chair/program director
- [ ] The internship is directly related to the student’s field of study
- [ ] The internship meets the following specifically defined learning objectives:

☐ A signed Internship Agreement between the student, the sponsoring organization, and the supervising faculty member has been completed and submitted to the Registrar’s Office.

FOR INTERNAL USE ONLY

<table>
<thead>
<tr>
<th>Approved for an Internship</th>
<th>NOT Approved for Independent Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Date</td>
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<tr>
<td>Advisor</td>
<td>Date</td>
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<tr>
<td>Division Director</td>
<td>Date</td>
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<tr>
<td>Executive Director of Instruction</td>
<td>Date</td>
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</tbody>
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Comments:

Submit to the Registrar’s Office

Updated November 2020