

# The Rollins Internship Program

## Credit Approval Form

### Office of Career Services

1000 Holt Avenue – 2587

Winter Park, Florida 32789

rollins.edu/careerservices

Phone: (407) 646-2195

Fax: (407) 646-2449

**Internship Candidate:** To be registered for the academic internship course, students should fill out this form and submit it to their faculty advisor (A&S/CPS) or academic advisor (Holt) to secure his/her signature. The completed form should be returned to the Office of Career Services by the posted internship registration deadline each semester in order for students to be registered for the appropriate internship course.

**TO RECEIVE INTERDISCIPLINARY CREDIT, COMPLETE ONLY THE FIRST 2 PAGES OF THIS FORM** - Interdisciplinary internships will count towards general elective credit and do not meet general education, major or minor requirements.

**TO RECEIVE CREDIT IN YOUR MAJOR OR MINOR, COMPLETE ALL THREE PAGES OF THIS FORM**

Student Name: \_\_\_\_\_

R #: \_\_\_\_\_ Major: \_\_\_\_\_

Semester/Year of Internship: \_\_\_\_\_ Anticipated Graduation (Month/Year): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

College/School: ☐ Arts & Sciences ☐ Professional Studies ☐ Hamilton Holt

Internship Organization: \_\_\_\_\_

Internship Location (City, State/Country): \_\_\_\_\_

Are you currently, or have you previously, worked for this organization? ☐ YES ☐ NO

Are you related to anyone at this organization? ☐ YES ☐ NO

Number of credits for which you wish to register for this internship:  
☐ 2 (80-119 work hours) ☐ 3 (120-159 work hours) ☐ 4 (160+ work hours)

Have you earned at least 30 semester hours? ☐ YES ☐ NO

**A&S/CPS Students:** Including this internship, will you have earned more than **12** internship credits (including internships offered through the Office of International Programs) while at Rollins? ☐ YES ☐ NO

**Holt Students:** Including this internship, will you have earned more than **8** internship credits (including internships offered through the Office of International Programs) while at Rollins? ☐ YES ☐ NO

Will you be on academic probation the semester you are planning to intern? ☐ YES ☐ NO

Will you be on residence hall or community probation the semester you are planning to intern, or have you been dismissed from the residence halls? ☐ YES ☐ NO

Are you studying on an F-1 student visa (international student)? ☐ YES ☐ NO

If **yes**, what is your country of citizenship?: \_\_\_\_\_



## INFORMATION FOR STUDENTS AND FACULTY/ACADEMIC ADVISORS

Students are eligible to participate in an internship for academic credit if the following minimum criteria are met:

- **Arts & Sciences/Professional Studies:**
    - Have earned at least **30** semester hours
    - Inclusive of this internship, will not have earned more than **12** hours of internship credit, (including internships offered through the Office of International Programs) while at Rollins
  - **Hamilton Holt Students:**
    - Have earned at least **30** semester hours and have completed at least **one semester** enrolled in Hamilton Holt
    - Inclusive of this internship, will not have earned more than **8** hours of internship credit, (including internships offered through the Office of International Programs) while at Rollins
  - Will not be on academic probation the semester they will be interning
  - Will not be on judicial probation the semester they will be interning or have been previously dismissed from the residence halls
  - To be eligible to receive credit in the major or minor, academic departments may require additional criteria be met such as completion of prerequisite courses
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- Regular tuition or matriculation fees will apply to academic internship registration.
  - Students may register to earn **2, 3 or 4** semester hours of credit for an internship, which will require at least **80, 120 or 160** work hours respectively at the internship site. Each credit hour requires a minimum of 40 hours of work at the internship site within the dates of the semester.
  - Fall and spring internships for credit must be completed within the dates of the semester as listed on the Rollins academic calendar. **Summer internships for credit must be completed within a 9-week semester (dates to be determined by internship instructor).**
  - Students may enroll in one (1) internship per semester and a maximum of four (4) semester hours of credit may be earned for any internship in a single semester. A student who completes the same internship multiple terms may only receive academic credit for that internship during one (1) term. **Academic credit cannot be granted retroactively for an internship that has already been started or completed.**
  - Academic internships may only be taken as **Credit/No Credit**. Letter grades are not assigned to academic internships and therefore are not calculated into a student's GPA.
  - To receive interdisciplinary credit for an internship, students should take a **Credit Approval Form** to their faculty/academic advisor to secure his/her signature. Forms left with an advisor will not be processed and students will not be registered for their internship.
  - If students choose to participate in an internship that has not been pre-approved for credit by the Office of Career Services, the sponsoring internship site is required to complete an **Internship Posting Form** accessed through *Jobs for Tars* on the Career Services web site. This form must be received and approved by Career Services prior to the published internship registration deadline for each semester.
  - To earn credit for an internship, students must attend a **Mandatory Internship Orientation Session** offered at the beginning of each semester. The date(s) for the internship orientation(s) are posted on the *Calendar* page of the Career Services web site. If students have a class schedule conflict, they are responsible for contacting their internship instructor to make alternate arrangements **before** the orientation session.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor's (A&S/CPS) or Academic Advisor's (Holt) Name (please print): \_\_\_\_\_

Faculty Advisor's (A&S/CPS) or Academic Advisor's (Holt) Signature: \_\_\_\_\_



**TO RECEIVE CREDIT IN YOUR MAJOR OR MINOR, COMPLETE THE SECTION BELOW:**

**INFORMATION FOR DEPARTMENT CHAIRS/INTERNSHIP REPRESENTATIVES**

- Approval of an internship for academic credit in the major or minor is at the discretion of the department chair/internship representative.
- To receive major or minor credit for an internship, the *Credit Approval Form* should be signed by both the student's faculty/academic advisor and the department chair/internship representative. Students should first check with their faculty/academic advisor to ensure they have satisfied all department prerequisites to participate in an internship for major or minor credit.
- The department chair/ internship representative should request to review the internship job description before approving the internship.
- The department chair/ internship representative has the option to add supplemental requirements in order for the student to receive credit in the major or minor. These additions to the internship syllabus must be communicated both to the student and the Director of Academic Internships prior to the start of the academic internship course.
- The department chair/internship representative may want to require students to register for 4 semester hours of credit for the internship course, so it is equivalent to another elective course in the major or minor.
- Academic internships may only be taken as Credit/No Credit. Letter grades are not assigned to academic internships and therefore are not calculated into a student's GPA. Students who are granted approval to receive credit in the major or minor will be registered for "*Departmental Prefix 397: Internship.*"
- The department chair/internship representative that has approved the internship for major or minor credit should give the final grade approval of CR/NC to the Director of Academic Internships.
- The department chair/internship representative should indicate below whether an internship course in the major/minor will count as an extra course (i.e., not fulfill any major/minor requirements) or as a required (Core or Elective) course.

**TO RECEIVE CREDIT IN YOUR MAJOR OR MINOR, YOUR DEPARTMENT CHAIR/INTERNSHIP REPRESENTATIVE SHOULD COMPLETE THIS SECTION.**

It is the student's responsibility to contact the department chair or designated departmental internship representative who indicates approval of the internship for major or minor credit by completing the information below. Students should check with their faculty/academic advisors to make sure they have satisfied all department prerequisites to participate in an internship for major or minor credit.

**Student Name:** \_\_\_\_\_

**Name of Department:** \_\_\_\_\_ **Course Prefix for Major or Minor:** \_\_\_\_\_

**Will this internship in the Major/Minor count as:**      ☐ **Extra Course**      ☐ **Required (Core or Elective) Course**

**Department Chair/Internship Representative Name (please print):** \_\_\_\_\_

**Department Chair/Internship Representative Signature:** \_\_\_\_\_

