



To be completed by the Faculty Internship Advisor

For office use CRN _____
Registered _____

Internship Approval Form
(Please use Variable Credit Form for Independent Study, Directed Study or Practicum)

Name _____ Date _____

Student ID# _____ GPA _____

Course Number _____ Course Title _____
(Ex: BUAD 499) (Title posted on transcript IN:TITLE)

Term/Year _____ Credit Hours _____

Is this internship expected to continue beyond the end of the term? NO YES Ending date _____

Firm or Agency _____

Employer/Supervisor _____ Office Phone _____

Start Date _____ **Anticipated Completion** _____

Hours per week committed to project _____ Number of week _____

Is this internship being used to fulfill a specific requirement? NO YES

If yes, what specific requirement? _____

PACKET INSTRUCTIONS**

- Attach the signed Responsibilities form**
- Attach the Project Description Form**
- Attach the Internship Student Agreement and Release Form**
- Attach the Internship Employer Form**
- Submit a copy of this Approval Form to the Office of the Registrar**

****All forms and documents are kept by the Faculty Advisor**

Signatures indicate approval of an internship (e.g. responsibilities, project description and other appropriate forms.)

Student's Signature Date
(Student signature certifies that the work being done for this course is not being used in any other course.)

Employer's Signature Printed Employer's Name Date

Faculty Internship Advisor Signature Printed Supervising Instructor's Name Date

Department Chair's Signature Printed Department Chair's Name Date

Internship Information and Instructions

Internships may be offered for a range of credits. The range of credits is set by the discipline and is published in the Catalog.

Students must register for an internship prior to beginning work associated with the internship. Any student work completed prior to course registration will not be counted toward the hours required for the course credit. The student must be enrolled for the credits during the term in which the studies begin. This coursework is part of a student's academic load for the semester. A request for changes of credit to internship registration after the work begins may be considered through a petition process in extenuating circumstances. The petition must be signed by the faculty Internship Advisor, the Department Chair and the Registrar.

To register for an internship course, the student must submit a completed and signed approval form for registration in an internships course to the Office of the Registrar. Some disciplines may have additional requirements for registration. Substituting internship credit courses for required courses in the major or minor is at the discretion of the discipline.

NOTE:

- It is the student's responsibility to obtain the appropriate signatures and deliver the form to Office of the Registrar.
- Once the form is delivered to Office of the Registrar, the course will be set up based on the specifics on this form, and the student will be registered by the Office of the Registrar.
- The course title on the form will appear on the transcript.
- The student must be registered for the internship prior to the start of the work.
- Failure to present this form to Office of the Registrar prior to beginning the studies associated with the course results in no credit or grade.