

UNDERGRADUATE INTERNSHIP APPLICATION

Name: _____ Date: _____
(LAST) (FIRST) (MI)

Royal ID #: _____ College: _____

Class: _____ Major: _____ GPA: _____

Semester: Fall Intersession Spring Summer I Summer II _____ (Year)

CRN: _____ Subject: _____ Course Number: _____

Title of Project: _____
(Limit to 30 characters)

Project Start Date: _____ Project End Date: _____

Attach a copy of the Internship Proposal. Include the following:

1. Specific learner objectives that outline what the student will gain from the internship. These objectives should relate to an appropriate part of the curriculum.
2. Specific responsibilities the student will have at the internship site. These need to relate to the learner objectives and therefore to specific course work.
3. Number of credits to be earned.
4. Number of hours required on site.
5. Number of meetings required with the faculty member supervising the internship.
6. Name of and responsibilities of on-site supervisor.
7. How the performance of the student will be assessed by the on-site supervisor.
8. How the performance of the student will be assessed by the faculty member.

Number of Credits:

Grade Mode: Normal Letter Credit/No Credit S/U

Schedule Type: I (not part of teaching load) J (part of teaching load)

Credit Applied To: Major Cognate General Education Free

Name/Location of Employing Agency: _____

On-site Supervisor: _____
(Signature) (Title)

Faculty Member: _____
(Signature) Date

Student: _____
(Signature) Date

APPROVALS:

Agency Affiliation Agreement signed by: _____

Program Director: _____
(if applicable) (Signature) Date

Department Chair: _____
(Signature) Date

Student's Dean : _____
(Signature) Date

Actual conferral of credits depends upon satisfactory completion of the conditions of the internship. Once the application is approved and received by the Registrar, the Registrar will create a section, assign the CRN and register the student.