

REQUEST FOR APPROVAL OF INTERNSHIP FOR ACADEMIC CREDIT

Objectives of the Internship Program: The program is intended to enable students to obtain practical educational experience which will complement and enhance the traditional educational process. The experience should also aid the student in the exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

Obligations of the student:

- 1. Submit a detailed outline of the proposed program including a statement of objectives and an explanation of the internship to the student's total academic program.
2. Demonstrate to the faculty sponsor that the student has adequate background to permit successful completion of the project.
3. Actively participate in the field experience to a degree commensurate with the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor and department chairperson, including submission of required written work.

Obligations of the faculty sponsor:

- 1. Possess expertise in the area of the proposed internship including familiarity with the potential of the actual field experience.
2. Critically review the student's proposed program with special attention to the adequacy of the student's background and to the question of the enrichment of the student's academic program by the internship.
3. Evaluate the intern primarily on the basis of written work which should fully demonstrate the intellectual value of the experience.

Department _____ 92 _____ 192 _____ Date _____

Name of Student _____ Major _____

Address _____ Phone _____

Units Requested for the Proposed Internship _____ Quarter _____ Total Units of 92/192 Already Completed _____ (A maximum of 12 units of 92 and/or 192 may be counted toward the 180 units needed for graduation.)

Units Completed Toward the Degree _____ (At Least 84 units of credit must have been completed in order to enroll in 192.)

ATTENTION STUDENT:

It is the student's responsibility to fill out his/her portion of this form before taking it to the sponsor. Once the sponsor has completed the form and obtained the signature of the department chairperson the student will take a copy of the form to Work-Learn and Career Planning & Placement (2nd Floor, South Hall). The student will leave the add card with the sponsor's department. This form must be completed during the first two weeks of the quarter.

Organization at which Internship is Located _____

Address _____ Phone _____

Field Supervisor's Name (if appropriate) _____

Title and Summary Discription of the Project: _____

Relationship of the Internship to the Student's Educational Program and Objectives: _____

Student's Background Pertinent to the Proposed Internship: _____

Detailed Outline of the Proposed Internship (Attach additional pages as necessary)

Title _____

Objectives _____

Sponsor's Description of the Written Work Required of the Student for Successful Completion of the Internship:

Sponsor's Additional Requirements for Successful Completion of the Internship:

I have read and agree to the above terms of this Internship.

Student's Signature

Date

Faculty Sponsor's Signature

Date

I have reviewed the above request and approve of the terms and design of the internship.

Signature of Department Chair

Date

Department chairperson to retain form in departmental files for two years from beginning of current term for possible review by the appropriate college courses committee and the Senate Committee on Courses of Instruction.