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.)

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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.

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Procedures and/or Duties

TO BE COMPLETED BY THE FACULTY SPONSOR
Evaluation of the Student's Proposal and Background Preparation: