

## INTERNSHIP REGISTRATION FORM

**PLEASE NOTE:**

STUDENTS MUST RETURN THIS COMPLETED FORM TO THE CAREER CENTER WHEN REGISTERING FOR ACADEMIC CREDIT.  
This form must be completed and submitted to the Career Center by the end of the first day of class during J-term and by the add/drop deadline for all other terms.

### Part A: STUDENT INFORMATION

Name (Print) \_\_\_\_\_ I.D. Number \_\_\_\_\_ Year \_\_\_\_\_ SPO \_\_\_\_\_

Major(s) \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Part B: SITE INFORMATION

Name of Company/Agency \_\_\_\_\_ Site Phone \_\_\_\_\_

Site Address (Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Student's Address During Internship \_\_\_\_\_

### Part C: DESCRIPTION OF INTERNSHIP (Please attach a copy of a position description if available.)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Part D: REGISTRATION INFORMATION – To be completed WITH faculty supervisor

Choose one:  For Credit Grading  Credit/No Credit (380)  A/F (381)  
Number of Credits \_\_\_\_\_ (minimum of 36 contact hours per credit)  
Department awarding credit \_\_\_\_\_

Audit  Noncredit/Designation of Required Experience  Noncredit/Field Experience Recognition  Vocation Fellowship Program

Term of Registration-Year: \_\_\_\_\_  
 Fall  Spring  Semester  Semester  
 Block 1  Block 1  Block 2  Block 2

J-term  Summer  Session 1  Session 2  
 Summer/Fall\*\* (2 credit max.)

Faculty Supervisor Name (Print) \_\_\_\_\_ Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* An extra credit hours fee is charged for each hour in excess of 36 credit hours. Extra credit hours are determined based on the total number of credit hours a student has registered for in the academic year which includes fall, January, and spring terms. NOTE: Internship credits registered through the Summer/Fall option will count toward the 36 credit hours allotted for the following year.

Career Center Signature \_\_\_\_\_ Date \_\_\_\_\_ Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_