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) | Luther Student I.D. Number | Graduation Year | SPO
---|---|---|---

Major(s) | Cell Phone | E-mail Address
---|---|---

☐ Check here if you are dependent of staff or faculty

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

☐ Check here if your internship is outside of the U.S.
You MUST contact the Center for Global Learning Office and let them know your travel plans.

☐ Check here if interning in a preschool, primary or secondary school setting.
Your internship MUST have approval from the Education Department.

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 by faculty supervisor

For Credit (Complete A, B, & C)

A. Grading Options: ☐ Credit/No Credit (380)
☐ A/F (381)

B. Number of Credits\(^1\) ________ (minimum of 36 contact hours per credit)

C. Department awarding credit ________________

Term & Year of Registration:

- Fall 20________
- J-term\(^1\) 20________
- Spring 20________
- Summer\(^2\) 20________

- Semester
- Block 1
- Block 2
- Summer, Session I only (June)
- Summer, Session II only (July)

Review Summer Registration Information Below

\(^1\) For January Term Internships Only: Students seeking to satisfy the “J2” requirement should be reminded that the experience must be 2 credits.

\(^2\) SUMMER: SPECIAL REGISTRATION: One (1) flat fee for 1, 2, or 4 Credits of Internship. Full Summer Term internships are eligible for up to 8 hours of credit. Go to Registrar’s Office to complete Summer Registration.

Faculty Supervisor Name (Print) | Faculty Supervisor Signature | Date
---|---|---

Career Center Signature | Date | Registrar Signature | Date
---|---|---|---

WHITE COPY – REGISTRAR | YELLOW COPY – CAREER CENTER | PINK COPY – INTERNING STUDENT