

INTERNSHIP REGISTRATION FORM

REQUIRED ONLY WHEN REGISTERING FOR ACADEMIC CREDIT.

This completed form must be 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.

STEP 1: STUDENT INFORMATION

Name (Print)	Luther Student I.D. Number	Graduation Year	SPO
Major(s)	Cell Phone	E-mail Address	

STEP 2: SITE INFORMATION

Name of Company/Agency	Site Phone		
Site Address (Street Address)	City	State	Zip
Site Supervisor	Title		
Student's Address During Internship			

STEP 3: ATTACH A DESCRIPTION OF YOUR INTERNSHIP & COMPLETE ALL ADDITIONAL REQUIRED FORMS

NOTE: International students – Off-site internships **MUST** be directly related to your major.

STEP 4: CHECK ALL SPECIAL INSTRUCTIONS/SITUATIONS THAT APPLY

- ☐ My internship is outside the U.S. **NOTE:** You **MUST** contact the Center for Global Learning Office and let them know your travel plans.
- ☐ I am an International Student. **NOTE:** You **MUST** go to the Center for Intercultural Engagement and Student Success (CIES Office) to get the Designated School Official's (DSO) approval for Curricular Practical Training (CPT)
- ☐ I am interning in a preschool, primary or secondary school setting. **NOTE:** Internship **MUST** have approval from the Education Dept.
- ☐ I am a dependent of staff or faculty.

Student's Signature

Date

By signing this form, I acknowledge I have read and will complete any of the instructions above that pertain to me and my internship.

STEP 5: 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 _____ (minimum of 36 contact hours per credit)
- C. Department awarding credit _____

Term & Year of Registration:

- ____ Fall 2022 full term
____ Fall 2022 first seven weeks
____ Fall 2022 second seven weeks
____ J-term¹ 2023
____ Spring 2023 full term
____ Spring 2023 first seven weeks
____ Spring 2023 second seven weeks
____ Summer^{2&3} 2023 full term
____ Summer 2023 session one (June)
____ Summer 2023 session two (July)

IMPORTANT Summer & J-Term Registration Information Below:

¹ **For J-Term Internships Only:** Students seeking to satisfy the "J2" requirement should be reminded that the experience must be 2 credits.

² **Summer Internships Only:** There is a one (1) time flat fee for 1, 2, 4 or 8 Credits of Internship. (Credit guideline: 1 credit per 40 hours.)

³ **Summer Internships Only:** Students must fill out the Registrar's "Summer School Application" form -- available at the Career Center.

Faculty Supervisor Name (Print)	Faculty Supervisor Signature	Date
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STEP 6: Return Form to Career Center - DUE by the end of the first day of class during J-term and by the add/drop deadline for all other terms.

Career Center Signature	Date	Registrar Signature	Date	DSO Signature (if needed)	Date
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