

FORM TO REGISTER FOR AN INTERNSHIP

I. FOR THE STUDENT

Name: _____ Class year: _____

Campus Box: _____ Major _____

Department or Program _____

Course Number: _____ Credit: _____ Instructor's Name _____
(please print)

Brief description of the internship:
(Include where the internship is being done; the number of hours involved each week and the number of weeks worked; your immediate supervisor's name and telephone number). You may attach a separate sheet if necessary

II. FOR THE FACULTY ADVISER

The student identified above wishes to register for the internship described above.
Your signature indicates your approval for this registration.

Adviser's Signature

Date

III. FOR THE DEAN OF THE FACULTY

The student identified above wishes to register for the internship described above.
Your signature indicates your approval for this registration.

Dean of the Faculty's Signature

Date

Policies and Guidelines for Internships

407, 408

An internship is a multidisciplinary structured off-campus experience (which is not part of a study-abroad program) in which a student extends classroom knowledge through experience in a responsible position within a community, business, or government organization. Student interns work and learn under the joint oversight of a site supervisor and a faculty adviser.

Many internship experiences are available to majors in particular departments and programs.

In order to receive academic credit for an internship:

- The student must arrange the internship **in advance** through the appropriate department or program and register for the course (and if completed during the summer, pay the tuition fee).
- Internships must be unpaid.
- Concluding requirements of the internship experience should be agreed upon prior to the start of the internship with regard to keeping a journal, a short concluding paper, etc.

Summer or interdepartmental internships must be approved by the faculty adviser and the Dean of the Faculty **in advance** of the starting date of the proposed internship.

An internship carries variable credit (0.25-4.000).

No more than two internships, and a maximum of four Wooster course credits will count toward graduation.

All internship courses are graded S/NC. (Satisfactory/No Credit)