THE COLLEGE OF
WOOSTER

REGISTER FOR AN INTERNSHIP

***Internships must be arranged and approved in advance*. All internships are graded S/NC. You must officially register for the internship (and, during the Summer Session, pay the tuition fee).**

FOR THE STUDENT …

Name: _____ Student ID: _____

Class Year: _____ Campus Box: _____ Cell/Room Phone: _____

Dept.	Course # (5 digit)	Sect # (2 digit)	Course Credit	Instructor (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.

_____

_____

_____

_____

_____

_____

_____

_____

_____

FOR THE FACULTY ADVISER …

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

Signature: _____ Date: _____
Faculty Adviser's signature

FOR THE DEAN FOR CURRICULUM AND ACADEMIC ENGAGEMENT …

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

Signature: _____ Date: _____
Dean for Curriculum and Academic Engagement's signature

PLEASE RETURN COMPLETED, SIGNED FORM TO THE OFFICE OF THE REGISTRAR.

Registrar's Office Staff initials and date: _____

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Policies and Guidelines for Internships

407, 408

An internship is a multidisciplinary structured off-campus experience 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 internships 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, during the Summer Session, pay the tuition fee).
- 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.

Approval by the faculty adviser and the Dean for Curriculum and Academic Engagement is required.

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.