REQUEST FOR APPROVAL OF INTERNSHIP CREDIT

Objectives of the Internship Program: Enable students to obtain learning experience which will complement and extend the traditional educational process. The experience should also aid the student in exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

Obligations of the student:
1. Submit a detailed outline of the proposed program including a statement of objectives and an explanation of the internship to the student’s total academic program.
2. Demonstrate to the faculty that the student has adequate background to permit successful completion of the project.
3. Actively participate in the field experience to a degree commensurate with the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor and master advisor, including submission of required written work.
5. Provide a copy of all 92/192 forms to the Internship & career Center.

Enrollment Reminder
Once this form is completed, you must request a CRN number from the Advising Office in Art 101 and add this course via SIS WEB. Just competing and turning this form in will not add the course to your schedule.

Transcript Notification: Completion of transcript notation requirements assists the Internship & Career Center in assuring the quality of its offering and provides the students with a descriptive listing of his/her internship on their transcript.

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STUDENT NAME: ____________________________________________________________
STUDENT ID:_________________________ MAJOR: _____________________________
PH#: ___________________________ E-MAIL: _________________________________
Faculty Mentor: _______________________ QUARTER: _________________________
GPA: ________________________________ UNITS COMPLETED TO DATE: __________
UNITS: Check the subject area, course and note number of units desired for internship
Department __________________________ 92_________ 192_______ Units_________
Organization at which internship is located: ___________________________________
Address: ____________________________ Phone: _____________________________
Field Supervisor’s Name: ________________________________________________

To be filled out by student:

TITLE AND SUMMARY DESCRIPTION OF PROJECT:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

RELATIONSHIP OF THE INTERNSHIP TO THE STUDENT’S EDUCATIONAL PROGRAM AND OBJECTIVES:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
STUDENT'S BACKGROUND PERTINENT TO THE PROPOSED INTERNSHIP:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

To be completed by the faculty sponsor:

Obligations of the faculty sponsor:
1. Possess expertise in the area of the proposed internship.
2. Review student's adequacy of the preparation for the undertaking the propose internship.
3. Evaluate the intern primal on the basis of written work demonstrating the intellectual value of the experience.
4. Require student to provide copy of the 92/192 forms to the Internship & Career Center.

EVALUATION OF THE STUDENT'S BACKGROUND AND PREPARATION:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

WRITTEN WORK REQUIRED AND ADDITIONAL REQUIREMENTS OF THE STUDENT FOR SUCCESSFUL COMPLETION FOR THE INTERNSHIP:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have read and agree to the above terms of this internship.

Instructor’s Signature ____________________ Instructor’s Printed Name ____________________ Date ____________

CRN: ________________
PTA: ________________
ISSUED: ____________
INTERNSHIP EVALUATION FORM

******** TO BE COMPLETED BY THE JOB SITE SUPERVISOR ********

Name of Student Intern: _________________________________ Date: ____________

Length of Assignment (dates): ______________________________________________

Faculty Sponsor: __________________________ Faculty E-mail:__________________

RELATIONS WITH OTHERS:

___ Exceptionally well accepted
___ Works well with others
___ Gets along satisfactorily
___ Has some difficulty working with others
___ Works poorly with others

ATTITUDE:

___ Outstanding enthusiasm
___ Very interested and industrious
___ Average in diligence and interest
___ Somewhat indifferent
___ Definitely not interested

JUDGEMENT:

___ Exceptionally mature
___ Above average in decision making
___ Usually makes the right decision
___ Often uses poor judgment
___ Consistently uses poor judgment

DEPENDABILITY:

___ Completely dependable
___ Above average dependability
___ Usually dependable

ABILITY TO LEARN:

___ Learns very quickly
___ Learns readily
___ Average in learning
___ Rather slow to learn
___ Very slow to learn

QUALITY OF WORK:

___ Excellent
___ Very good
___ Average
___ Below average
___ Very poor

ATTENDANCE:

___ Regular
___ Irregular

PUNCTUALITY:

___ Regular
___ Irregular

OVERALL RATING:

___ Excellent  ___ Very Good  ___ Average  ___ Below Average  ___ Poor

BRIEF DESCRIPTION OF THE INTERNSHIP ASSIGNMENT:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

COMMENTS: (use other side if necessary)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________________ ______________________________________
Site Supervisor’s Printed name and title                     Signature