

# Internship Approval Form

## ▶ Instructions

To Receive Credit for an Internship in the Morrissey College of Arts and Sciences

1. Students must provide a brief description of the educational experience in the Internship Information section listed below. Internships must be the equivalent of a practicum in an MCAS department.
2. Students must commit to at least 50 hours work and secure the approval of the internship supervisor. If the internship relates to a major (Economics, English, or Sociology), department approval is required prior to dean's approval.
3. Students need to obtain dean's approval only if the internship is not related to the major.
4. Bring the completed form to Dr. Elizabeth Bracher in Gasson 109.

Internships carry one credit and may be graded Pass/Fail only. **Only one such credit will be counted toward the 120 required for graduation.** Upon verification by the internship supervisor that the internship was successfully completed, a grade of P-pass will be recorded on the student's transcript. Otherwise, a grade of F will be recorded. With the written approval of the internship supervisor, students may withdraw from the internship through the usual course withdrawal process, subject to the usual deadlines. In such cases a W will be recorded.

## ▶ Student Information

Name \_\_\_\_\_ Eagle ID Number 

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Major \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Have you ever enrolled in a 1-credit internship before?  Yes  No

## ▶ Internship Information

1. Organization/Department \_\_\_\_\_

Position \_\_\_\_\_ Hours/Week \_\_\_\_\_ Total Hours \_\_\_\_\_

Semester  Fall  Spring  Summer Year 20 \_\_\_\_\_

Intern's Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to supervise the above named student in the internship described and provide a final evaluation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

## ▶ Department and Dean Approval

I approve the internship described as a practical educational experience and assign it the course number \_\_\_\_\_

For Degree Credit  For Enrichment Credit

Department Representative \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Dean's Signature \_\_\_\_\_