

Internship Approval Form

Procedure: Once an internship setting is determined, work with the Faculty Supervisor to complete this approval form. After the approval form has been signed, the student submits the form to the Office of the Registrar for processing.

This Form is Interactive and Must Be Typed

Student ID#:	
Name (last, first, mi):	
E-mail:	
Phone:	
Major:	
Internship Contact Information:	
Facility Name:	
Street Address:	
City, State:	
Field Supervisor:	
E-mail:	
Phone:	

Term/Year of Registration:		
Duration of Project (Mo/Yr to Mo/Yr)		
Total hours spent at the internship site:	hrs/wk*	wks =
	total hours	
IS		
Total Credits Requested:	* (Max. limit for a single IS internship is 16 cr with up to 32 credits counted towards graduation)	
Faculty Supervisor:		
E-mail:		
Phone:		

*To calculate the total number of credits requested, please estimate the total hours at the internship that will be allocated to academic or learning activities. This estimate should also include the time spent on the daily or weekly journal, required papers, readings, etc. Routine clerical duties should not be a part of this time estimate. As 1 credit hr = 45 academic contact hrs, dividing the total academic hours at the internship by 45 will determine the total credits requested for this internship. For example if you estimate the academic contact hours at your internship to be 30 hours a week and you undertake this internship for 6 weeks for a total of 180 (6*30) academic contact hours. This will be equivalent to 180/45 = 4 credit hours.

For details see: <http://www.policy.umn.edu/Policies/Education/Education/STUDENTWORK.html>

Internship Title:	
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Internship Learning Objectives: What are your learning objectives or goals for this internship?

Student

OTR

Career Services

Faculty Supervisor

Field Supervisor

Brief Description of Field Experiences: What functions and duties will you be performing on-site for the internship?

Academic or Learning Activities or Expectations: List the academic components of this internship (e.g., readings, on-the-job learning, writing-the-experience paper, etc.). If possible, include a bibliography of books, journals, and other readings that you will use.

What relevant academic preparation, if any, have you undertaken for your internship? List relevant courses or experiences.

Evaluation: Evaluation must include a report from the field supervisor. In addition, at least two other methods of documentation must be provided for evaluation. If appropriate you may choose to list percentages associated with each activity.

1. FIELD SUPERVISOR'S EVALUATION FORMS _____%

2. Assignments that document achievement of internship objectives. At least 2 methods of documentation should be selected; check all that apply and specify % if appropriate.

Daily Journal documenting the internship experience. _____%

Research or Experience Paper (# of pages required) _____%

Internship Learning Objectives Paper (# of pages required) _____%

Portfolio presenting evidence from the learning experience. This may include sample items from projects, presentations, meetings, or other duties performed. _____%

Other, please specify: _____%

Total 100%

Student Signature: _____

Date: _____

***Field Supervisor Signature:** _____

Date: _____

*Initial by Faculty Supervisor if approved via phone/e-mail: _____

Date: _____

Faculty Supervisor Signature: _____

Date: _____

Division Chair Signature: _____

Date: _____

Dean Signature (IS only): _____

Date: _____