



# Office of the Registrar

## Internship Registration and Agreement Form

Complete this form to earn credit for an internship. This form must be submitted and approved before the start of the internship for credit to be awarded.

Please note:

- Internships must be registered for the academic term in which the internship work is begun.
- Internships which extend over two terms must be registered as two separate internships.
- Minimum 45 total hours of internship work is required per credit. More than the minimum may be worked without registering for additional credits, and all hours worked under faculty oversight during the stated term are considered part of the internship.
- **Registration for a credit-bearing internship cannot be done retroactively for an internship performed without faculty oversight.**

### To be completed by the student intern:

Name:

Student ID:

Department:

Major:

Email:

Phone:

Class level during internship: FY                      So                      Jr                      Sr                      Grad

Semester registration for internship:

Fall              #of credits:              Spring              #of credits:              Summer              #of credits:

Internship start date:

Internship end date:

Internship title:

Course prefix and number (e.g. EFB 420):

**For EB students only:** Is this internship being used as a field course?    Y                      N

ESF Faculty Sponsor Name:

Email:

Department:

***Faculty sponsor must include proof of communication with the site supervisor confirming the internship dates and the number of hours of internship (45 clocked work hours= 1 credit)***

**Internship Site Information:**

Organization name:

Organization street address:

Organization state:

Postal code:

Intern's site supervisor name:

Title, email, phone number:

Does the organization require credit registration as a condition of doing this internship?

Yes

No

I understand that tuition will be charged for internship credits on the same basis as it is charged for other credits during the same academic term (fall, spring, or summer).

Signed (student)

Date

**Internship Learning Agreement**

***Faculty sponsor and/or student, please fill in clearly and completely.***

1. Objectives/Learning goals: What does the student want to learn from this internship?
2. Anticipated activities and tasks of internship: How does the student expect to accomplish the learning goals?

3. Required supplemental assignments and communication with faculty sponsor:  
How will the student and faculty document continuous contact during the internship?

4. Criteria for assessing the student's academic performance: How will the student be evaluated on the outcomes of the internship?

Agreed by:

Student:

Date

Faculty sponsor:

Date

Internship Proposal Approval:

Student's Academic Advisor:

Date

*(if different from faculty sponsor)*

Dept chair/coordinator:

Date

*(For EB students field petition only)*