

Faculty Form

REQUEST FOR APPROVAL OF INTERNSHIP FOR ACADEMIC CREDIT (Course 92 or 192)

OBJECTIVES OF THE INTERNSHIP PROGRAM: Enable students to obtain applied learning experience which will complement and extend the traditional educational process. The experience should also aid the student in the exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

Obligations of the Faculty Sponsor:

- 1. Possess expertise in the area of the proposed internship.
2. Review student's adequacy of preparation for undertaking the proposed internship.
3. Evaluate the intern primarily 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.

***** TO BE COMPLETED BY THE FACULTY SPONSOR *****

Student Name _____ Student ID _____ - _____ - _____

Student E-mail Address _____

Course Identification:

Department _____ 92 192 _____ Section _____ Units _____ Quarters Offered _____ Year _____ CRN number _____
Circle one

Requirements: In addition to experience check all that apply:

_____ Library Research _____ Lab Notebook _____ Diary, journal, or log _____ Final Paper

A brief descriptive statement of the credit assignment:

Remind students that 90 units are required for upper division credit, and that he/she should complete a transcript notation form available from the Internship & Career Center, South Hall.

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

Signature of Faculty Sponsor

Date

Print name of Faculty Sponsor

Signature of Master Adviser / Date

Student Form

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Obligations of the Student :

- 1. Submit a detailed outline of the proposed program including a statement of goals.
2. Demonstrate to the faculty sponsor 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.
4. Provide a copy of all 92/192 forms to the Internship & Career Center.

***** TO BE COMPLETED BY THE STUDENT *****

Academic Quarter: SSI SSII F W S Year: _____ CRN#: _____

Faculty Sponsor: _____ ICC Coordinator: _____

Internship Site: _____ Site Supervisor: _____ Phone # _____

Student Name _____ Student ID _____ - _____ - _____

Local Phone #: _____ Permanent Phone #: _____

E-mail: _____ Major: _____ Year in School: _____

You must have completed 90 units to enroll in the upper division 192, otherwise enroll in 92.

I am enrolling in: 92 _____ 192 _____ Units Requested: _____

Title & Description of project (in conjunction with on site supervisor describe work to be undertaken, responsibilities/duties, and other requirements):

Goals (elaborate on reasons for taking this course and/or projected outcomes of this experience):

Qualifications: (list specific courses and/or experiences that enable you to complete this special project):

Site Supervisor Form

INTERN EVALUATION FORM

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

Name of Student Intern: _____ Date _____

Length of Assignment (dates): _____

Faculty Sponsor: _____ Faculty E-mail Address: _____

RELATIONS WITH OTHERS:

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

JUDGEMENT:

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

ABILITY TO LEARN:

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

ATTENDANCE:

- Regular
- Irregular

ATTITUDE:

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

DEPENDABILITY:

- Completely dependable
- Above average dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

QUALITY OF WORK:

- Excellent
- Very good
- Average
- Below average
- Very poor

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 _____

Phone: _____ Site Name: _____

Address: _____