

**AGNES SCOTT COLLEGE**  
**For-Credit Internship/450 Course Application**

*The application must be completed by the student and signed by the student, faculty sponsor and then the director of internship and career development, who will submit it to the registrar for processing.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

ASC ID number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Will completing this internship application put you into academic overload? (over 20 course credits for the semester) Yes:    No:  
If yes, please submit paperwork to drop a course PRIOR to submitting this application.

Will this internship exceed the maximum of 12 credits that can apply to your degree? Yes:    No:

**INTERNSHIP**

Semester at Internship Site: \_\_\_\_\_ Semester of Academic Component: \_\_\_\_\_

Department/Course Prefix: \_\_\_\_\_ Academic Credit Hours: \_\_\_\_\_

Number of hours per week at Internship Site: \_\_\_\_\_ Number of weeks at Internship Site: \_\_\_\_\_

Total hours of work at Internship Site: \_\_\_\_\_

Name of Internship Site: \_\_\_\_\_

Internship Site Address: \_\_\_\_\_

Is this a paid internship? Yes:    No:

Are you an International student? Yes:    No:    If yes, please obtain approval from the Office of International Education:

International Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNSHIP SITE OFFER LETTER**

**Please forward an offer letter on organization letterhead or an email from the organization with the following information: internship role and responsibilities (including duties, projects to be completed, etc.); number of weeks and number of hours per week at the internship site; supervision to be provided (training and consultation); and a description of how intern's work performance will be evaluated.**

**FACULTY SPONSOR**

*See relevant sections of the Faculty Handbook.*

Faculty Sponsor: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**I recommend approval of this student's placement and agree to facilitate the academic component of this internship. I agree to visit the internship site, if possible, and to assign the final grade certifying this internship credit per attachment.**

Faculty Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT**

I would like for this internship to satisfy the internship requirement for my SUMMIT specialization:

Leadership    Global    Not planning to utilize this internship to satisfy an internship requirement for a SUMMIT specialization

**I agree to fulfill the internship work as outlined in the offer letter and the academic work as described in attachment. I understand what is required of me, the criteria that will be used for evaluation, and the nature of the grading. I understand that tuition, in addition to that charged for the academic year, will be charged for each 450 internship taken as a summer session course.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL**

**This internship has been approved for a SUMMIT specialization:    Leadership    Global**

Director of Internships: \_\_\_\_\_ Date: \_\_\_\_\_

**450 For-Credit Internship Attachment A**  
*(Complete with Faculty Sponsor)*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**LEARNING OBJECTIVES AND ACADEMIC ACTIVITIES**

A. List learning objectives related to your academic growth with specific examples of what you hope to accomplish relative to your field of study. If internship is to fulfill SUMMIT specialization, appropriate learning objectives and assignments should be included.

B. List academic assignments (include weekly journal reflections, a complementary reading list and assignments commensurate with the credit hours of the 450). Include a weekly meeting or phone check-in with faculty in addition to a scheduled site visit, if possible.

**CRITERIA FOR EVALUATION**

List the standards that must be met for academic grading (for example, points/percentage for each academic component; standards for grading; etc.).

# of credits to be  
awarded for internship: \_\_\_\_\_

Department/Course Prefix: \_\_\_\_\_