

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.

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: _____

Please submit 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, deadlines, etc.); number of weeks at internship site; number of hours per week at the internship site; supervision to be provided (instruction, assistance, 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 I agree to facilitate the complementary academic component of this internship to include weekly logs, student reflections, readings and a culminating assignment. I also agree to visit the internship site, if possible, and to assign the final grade certifying the credit for this internship.

Faculty Sponsor's Signature: _____ Date: _____

STUDENT

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

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.

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 each letter grade. For example: to achieve an A, a student must submit thoughtful reflection journals, attend all scheduled meetings with faculty member, submit an A level final project or paper and receive excellent feedback from Intern Sponsor.

of credits to be
awarded for internship: _____

Department/Course Prefix: _____