



[ ] INTERNSHIP or [ ] PRACTICUM (Check one)

Application & Approval Form

Instructions:

- 1. The application process for an internship or practicum begins several months prior to the beginning of the semester. You are expected to attend the department's information & training meeting, where the application & approval process and specific deadlines will be explained.
2. You and your advisor should discuss whether you will take an internship or a practicum. Internship: 1-6 credits; 50 hrs work on site per credit; meet with Faculty Sponsor one-on-one TBD Practicum: 3 credits; 120-130 hrs of work on site; attend seminar once a week with professor
3. If you are applying for an internship, you are responsible for finding a Faculty Sponsor who is willing to supervise your internship.
4. This Application & Approval Form should be completed, signed and filed with the internship coordinator in order for your registration to be considered complete. Students who file applications for approval beyond the stated deadline will not be eligible to register for either a practicum or internship for the upcoming semester.
5. Once this application has been approved and filed, you should then complete and obtain appropriate signatures for the Cooperative Learning Contract and, if required, the Confidentiality Statement. These should be completed and filed with the Internship Office, Rm 209 (with copies to the Faculty Sponsor and the Site Supervisor) BEFORE THE LAST DAY OF CLASSES of the semester prior to the start of the internship or practicum.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ When do you plan to graduate? \_\_\_\_\_

Number of credit hours being sought for Internship: \_\_\_\_\_ Note: Practicum is 3 credit hours

Internship requires 50 hours of work per credit; e.g., 3 credits = 150 hours of work

Indicate Semester & Year for which credits are sought: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

The Registrar's Office can provide you with the following information:

Total Credit Hours Completed to date: \_\_\_\_\_ Credit Hours Completed in Major: \_\_\_\_\_

Credit Hours Taken to date: in Practica: \_\_\_\_\_ in Internships: \_\_\_\_\_

Briefly describe the kinds of work and/or types of populations you'd like to work with:

\_\_\_\_\_
\_\_\_\_\_

Briefly describe how this experience will benefit your education:

\_\_\_\_\_
\_\_\_\_\_

List the sites you are considering: \_\_\_\_\_  
\_\_\_\_\_

*I agree to the terms of the study as outlined above.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVALS indicated by Signature with Dates**

**Resume Approved:**     Yes    No – Why not? \_\_\_\_\_

**Internship Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_