

# 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 exploration of potential career opportunities and assist the student in clarifying their 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:

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

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 they 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 their internship on their transcript.

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Faculty Sponsor

<b>Student: Give Original to Faculty Department</b>	<b>Copy to Internship &amp; Career Center</b>
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# Student 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 exploration of potential career opportunities and assist the student in clarifying their personal and educational goals.

Obligations of the student:

1. Submit a brief description of the proposed program including a statement of goals.
2. Demonstrate to the faculty sponsor adequate background to permit successful completion of the project.
3. Actively participate in the field experience at a level appropriate to the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor.
5. 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 project outcomes of this experience):

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

<b>Student: Give Original to Faculty Department</b>	<b>Copy to Internship &amp; Career Center</b>
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# Site Supervisor

## 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

### ATTITUDE:

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

### JUDGMENT:

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

### DEPENDABILITY:

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

### ABILITY TO LEARN:

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

### QUALITY OF WORK:

- Excellent
- Very Good
- Average
- Below average
- Very poor

### ATTENDANCE:

- Regular
- Irregular

### PUNCTUALITY:

- Regular
- Irregular

### OVERALL RATING

Excellent  Very good  Average  Below average  Poor

### BREIF DESCRIPTION OF THE INTERNSHIP ASSIGNMENT:

COMMENTS: (use other side if necessary)

\_\_\_\_\_  
Site Supervisor's printed name and title

\_\_\_\_\_  
Signature

Phone: \_\_\_\_\_ Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

Student: Give Original to Faculty Department

Copy to Internship & Career Center