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 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:

_________________________  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 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
Student Form

REQUEST FOR APPROVAL OF INTERNSHIP
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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 his/her 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.

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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):
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

BRIEF DESCRIPTION OF THE INTERNSHIP ASSIGNMENT:

COMMENTS: (use other side if necessary)

Site Supervisor’s printed name and title: __________________________________________ Signature: ____________________________

Phone: __________________________ Site Name: __________________________

Address: __________________________________________