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 the 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

Signature of Master Adviser / Date
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 the exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

Obligations of the Student:

1. Submit a detailed outline of the proposed program including a statement of goals.
2. Demonstrate to the faculty sponsor that the student has adequate background to permit successful completion of the project.
3. Actively participate in the field experience to a degree commensurate with 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 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

JUDGEMENT:

___ 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:__________________________