

SAINT JOSEPH'S COLLEGE INTERNSHIP FORM

Student ID#: _____ NAME: _____

Internship is to be **completed** during Term: _____

Name and Address of Company/Institution where internship will be completed:

Name of direct supervisor at Company/Institution above: _____

Number of total direct contact hours (hours per week X number of weeks): _____

Number of credits requested for internship: _____ (Maximum of 9 credits unless credit is also being given for other Required course(s).)

I ___ will ___ will not be living on campus while completing the internship.

I ___ will ___ will not be taking additional courses at SJC the same term as the internship.

To be completed by Registrar's Office:

The student listed above meets the following eligibility requirements for an internship.

	has a 3.00 Cumulative GPA or better
	has a 3.00 Major GPA or better; Major:
	will be of at least Junior status (60 credits earned) by the time the internship starts
Date:	Signature of Registrar official:

To be completed by the faculty member who will be supervising the internship:

The above internship has been approved as follows:

Credits for the internship are to be Distributed as: Course Title	Course #	Credits
Signature of Supervising Faculty Member:		Total:

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To be eligible for an internship, students must have a cumulative GPA of 3.00 overall and in their major, must have attained junior status (i.e., earned 60 or more credits), must have passed all prerequisites for internships, and must have the approval of a sponsoring faculty member.

Internships may carry from 3 to 9 credits of academic credit depending on length of time and level of work involved. Supervising faculty may also require additional documentation such as daily logs, direct supervisor's evaluations, papers, etc... Credit may also be given for other courses listed in the catalog with the department chair's approval.

Students choosing to complete an internship that will take them away from the campus for a semester should discuss with their advisors how the internship will count towards graduation requirements and how remaining graduation requirements will be met in the semesters remaining after the internship (including Core).

The students are evaluated by their supervisor at the job site, but the final (letter) grade is assigned by the faculty sponsor of the internship.

A special fee is charged for the administration of all internships, except those with The Washington Center.

If you will be living off-campus during the internship, please give us the address where your college mailings may be sent:

Students who wish to do an internship, but do not want to earn academic credit, will withdraw from the college for one semester and apply for readmittance for the following semester.