

**APPLICATION FOR  
DIRECTED STUDY, INTERNSHIP, OR PRACTICUM\***

**PART A** – To be completed by the student

**NAME** \_\_\_\_\_ **MAJOR(S)** \_\_\_\_\_ / \_\_\_\_\_

**SS #** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**CLASSIFICATION** \_\_\_\_\_

Please check the appropriate line listed below.

**UNDERGRADUATE** \_\_\_ **GRADUATE** \_\_\_ **SEMESTER/YEAR TO BE TAKEN** \_\_\_\_\_

**APPLICATION FOR** (Select one):

Internship in \_\_\_\_\_ Course No. \_\_\_\_\_

Internship in \_\_\_\_\_ Course No. \_\_\_\_\_

Internship in \_\_\_\_\_ Course No. \_\_\_\_\_

Total Credit Hours \_\_\_\_\_

**INSTRUCTIONS**

- Complete Part A and B on this application.
- Obtain the signatures of the faculty member supervising your directed study, internship or practicum; your adviser; the Chairperson of the Department in which the proposed project is to take place; and the Dean of the appropriate School (Arts and Sciences or Education and Allied Studies), and the Graduate Dean, if appropriate.
- File the form with the Registrar's Office by the last day of the drop/add period for semester courses.

**NOTE:**

Internships/Practica

- Applicants for internships and practica must be a junior or senior and have a cumulative average of 2.0 or above prior to the semester in which the internship or practicum is to take place.
- From three to fifteen credits may be earned and applied toward graduation requirements. The number of credits applied toward the major is determined by each department.
- A minimum of 45 clock hours in the field is required for each credit hour granted in an internship or practicum.
- Internships and practica are open to matriculated students **ONLY**.

Directed Study

- Direct Study is limited to three credits with a maximum of six credits for graduation purposes.
- Directed Study may not take the place of a course offered by the College.
- Directed Study is open to matriculated undergraduate students in their junior or senior year and to matriculated graduate students **ONLY**.

\* See current catalogue section "Academic Programs" for guidelines on Directed Study, Internships, and Practica. Registration Deadline: Last day of drop/add period (semester courses).

**PART B – To be completed by the student**

**DESCRIPTION OF PROJECT PROPOSAL**

Please provide a brief description of the proposed project which should include the goals, action plan and assessment methods. For an internship, include the name of the organization, location, responsibilities, and duration of internship. If necessary, attach additional material.

**GOALS:**

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**ACTION PLAN:**

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**ASSESSMENT:**

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**INTERNSHIP APPLICANTS ONLY: Hours per week \_\_\_\_ No. of Weeks \_\_\_\_ Total hours \_\_\_\_**

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**PART C – To be completed by supervising department**

Approval has been granted for the student to register for the course work and credit described above.

**ADVISER \_\_\_\_\_ DATE \_\_\_\_\_**

**FACULTY SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_**

**DEPT CHAIR of PROPOSED PROJECT \_\_\_\_\_ DATE \_\_\_\_\_**

**DEAN \_\_\_\_\_ DATE \_\_\_\_\_**

**GRADUATE DEAN \_\_\_\_\_ DATE \_\_\_\_\_**

**(For Graduate Students only)**

**Regular Load \_\_\_\_ Overload \_\_\_\_**