

## APPLICATION FOR INTERNSHIP OR PRACTICUM

Note: Students who wish to apply for a student teaching practicum or a practicum for MA educational licensure should not use this form. Instead, contact the College of Education and Allied Studies at (508) 531-1347, Hart Hall, Room 124.

### INSTRUCTIONS / TO BE COMPLETED BY THE STUDENT

1. Complete **A** and **B** on this application.
2. Obtain all of the appropriate signatures as indicated on the back of this form.
3. Make one copy and forward to Career Services/ Internship Office.
4. File the **completed original form** with the Registrar's Office by the last day of add/drop.

### Requirements: Internship/Practica

Applicants for internships must be a junior or senior and have a minimum cumulative GPA of a **2.5**. (GPA requirements may be higher in some academic departments) Applicants for practica must consult with their department for practica requirements.

Three to fifteen credits, unless otherwise noted in the university catalog, may be earned and applied towards graduation requirements. The number of credits applied towards 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 degree-seeking students **ONLY**.

### Part A

Name: \_\_\_\_\_ Major(s): \_\_\_\_\_

Banner ID:         Minor: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Class: \_\_\_\_\_ Email: \_\_\_\_\_

Semester (Check one): Year \_\_\_\_\_

Fall     Spring     Summer I     Summer II     Summer 10 Week

Full Year (Sept-May)     Odd Date (specify start and end dates) \_\_\_\_\_

*Please note that for full-year or odd-date courses, the semester in which you register will directly affect your enrollment status and tuition charges for that one semester ONLY. Financial aid may not apply to summer internships/practica.*

Application for (Check one):     Undergraduate     Graduate

Internship/Practicum in (specify department) \_\_\_\_\_ Course No. \_\_\_\_\_

Total Credit Hours \_\_\_\_\_ Full Course Title: \_\_\_\_\_

**\*\*See current catalogue section "Academic Programs" for guidelines on Internships and Practica**

**\*\*Registration Deadline: last day of drop/add period (semester courses).**

**PART B:  
DESCRIPTION OF PROJECT PROPOSAL:**

**Description of responsibilities/project(s) onsite:**

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**Site Placement Contact Information:**

Name of Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Hours per week \_\_\_\_\_ No. of weeks \_\_\_\_\_ Total hours \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Academic Goals:**

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**Evaluation Method:**

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**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**PART C – To be completed by the Supervising Department**

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

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student has met the GPA requirement for this course

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
(Print Full Name)

Faculty Supervisor \_\_\_\_\_  
(Signature)

Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_

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