



## OFFICE OF THE REGISTRAR BEREN & WILF CAMPUS

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### Internship Application

Students may apply to earn credits for certain internships. To qualify for credit, an internship must include **academic** activities such as research, reading, writing, etc.

1. This form must be filed at the start of the semester in which the student plans to do the work. The internship must be approved by a department faculty member and an academic advisor before the internship begins.
2. Attach a description of the proposed internship responsibilities to this form.
3. Meet with the Department and then with an Academic Advisor for internship approval.
4. For SCW students, interns may receive one (1) credit for each 100 hours of employment in an approved, required internship, with a maximum of 3 internship credits which may be applied toward a major with faculty approval. For YC students, normally internships are awarded only one (1) credit, and only one internship may be credited toward a student's major. For YC, internship credit does not count toward the major or prospective majors. Interns must normally be a junior or senior, have earned a minimum GPA of 2.0 and have taken (and successfully completed with a grade of C or better) at least one course in the academic subject in which he will receive internship credit.
5. Interns receive a grade of P or N. To receive a grade, the intern must submit the following to the department faculty member as to the Academic Advisor at the completion of the internship:

YU ID #: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
 (If Dormitory, Building & Room) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current class: FR SO JR SR School: SCW YC SSSB Major(s): \_\_\_\_\_

Faculty sponsor \_\_\_\_\_ Faculty sponsor's email: \_\_\_\_\_

*Student submits form to faculty*

#### II. TO BE FILLED OUT BY THE FACULTY

You have been approved for an internship at \_\_\_\_\_

Internship will take place in Fall Spring Summer 20\_\_\_\_ Department: \_\_\_\_\_

This internship may / may not replace a course in the major/minor Credits recommended \_\_\_\_\_

Department faculty's signature \_\_\_\_\_ Date: \_\_\_\_\_

*Student submits form to an academic advisor*