



Student Name: _____ Degree Program: _____

Organization Name: _____

Work Supervisor: _____ Phone Number: _____

Internship Course #: _____ # of Credits: _____ Faculty Sponsor: _____

Semester/Year of Internship: _____ Hours per week: _____

Job description of Internship:

Learning outcomes of Internship:

How this internship will be evaluated and graded:

Student Signature: _____ Date: _____

Work Supervisor: _____

Signature of Sponsoring Faculty Member: _____

Approval/Non-approval of Director: _____

This form acts as a syllabus for the internship. As with all courses, the NASAD guidelines apply. For a three-credit class, an intern will work between 9 – 12 credits a week: four hours equal to class time and 5 hours a week of “homework time”. Generally a student works 150 hours per semester for three credits. This form must be completed before the internship begins.

Original: Student file
cc: Sponsoring Faculty Member, Work Supervisor