



PRINT NAME									
BERG I.D. NUMBER									
EXPECTED GRADUATION							TERM AND YEAR		

Please Print Clearly

INTERNSHIPS & PRACTICUMS

- Internships and practicums are limited to degree-seeking students who have completed at least 16 course units with a cumulative GPA of 2.000 or greater.
- Permission of your academic advisor(s) and a faculty sponsor are required. All experiences must be completed during the term in which the course is registered. No retroactive credit will be granted.
- Internship & practicum experiences may be added through the third week of the term. Consult the academic calendar for exact date.
- You may enroll only *one* (1) experience during any term, except when the experience is part of specifically designed programs, such as the Semester in Washington, Dana Associates program, or Study Abroad.
- No more than four (4) course units of individualized instruction (internship, practicum, independent study/research, or special arrangement) may contribute to the 32 course unit degree requirement (34 units if you matriculated before fall 2017), except as required by special programs, such as the Dana Associates program.
- Internships and practicums may not be used to satisfy a general academic requirement; however, the experiences may fulfill major/minor requirements.
- Each experience will include an academic project to be defined by and submitted to the faculty sponsor for evaluation. The project may be written or presented at the discretion of the faculty sponsor.
- It is expected that 9-12 hours of work per week, or 126-168 total hours, are required for each course unit earned.
- The internship site supervisor will submit a written evaluation of your work to your faculty sponsor, who will assign a final grade. Internships will be graded pass/fail, but do not count toward the three (3) course pass/fail maximum. Practicums, which are internships required for a major, will be assigned a traditional letter grade, A through F.

DEPARTMENT: _____

COURSE UNITS: 1.00 0.50

TYPE OF EXPERIENCE		<input type="checkbox"/> Internship (960), pass/fail	<input type="checkbox"/> Practicum (COM 965 or DNC 965 only), graded A-F
NAME OF ORGANIZATION and LOCATION			
NAME OF FACULTY SPONSOR <small>LAST NAME, FIRST INITIAL</small>			
Describe the academic project which the faculty sponsor will evaluate:			

ON-SITE INFORMATION	
Describe the nature of work to be completed on-site:	
On-site internship supervisor:	
_____	_____
SIGNATURE	TITLE

The signature of the student on this form indicates knowledge and acceptance of any tuition or fee charges associated with this registration.

Summer internships carry a per-unit fee *in addition to* and billed separately from Fall and Spring semester fees.

SIGNATURES		
_____	_____	_____
STUDENT		DATE
_____	_____	_____
FACULTY SPONSOR		DATE
_____ / _____	_____	_____
ACADEMIC ADVISOR	ACADEMIC ADVISOR	DATE