Faculty Form

REQUEST FOR APPROVAL OF INTERNSHIP
FOR ACADEMIC CREDIT
(Course 92 or 192)

Objectives of the Internship Program: Enable students to obtain applied learning experience which will complement and extend the traditional educational process. The experience should also aid the student in exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

Obligations of the faculty sponsor:
1. Possess expertise in the area of the proposed internship.
2. Review student’s adequacy of preparation for undertaking the proposed internship.
3. Evaluate the intern primarily on the basis of written work demonstrating the intellectual value of the experience.
4. Require student to provide copy of the 92/192 forms to the Internship & Career Center.

****************** TO BE COMPLETED BY THE FACULTY SPONSOR******************

Student Name ___________________________ Student ID __________________

Student E-mail Address: ___________________________

Course Identification:

<table>
<thead>
<tr>
<th>Department</th>
<th>92</th>
<th>192</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle one</td>
<td>Section</td>
<td>Units</td>
</tr>
</tbody>
</table>

Requirements: In addition to experience check all that apply:

- [ ] Library Research
- [ ] Lab Notebook
- [ ] Diary, journal, or log
- [ ] Final Paper

A brief descriptive statement of the credit assignment:

Remind students that 90 units are required for upper division credit, and that he/she should complete a transcript notation form available from the Internship & Career Center, South Hall.

Transcript Notation: Completion of transcript notation requirements assists the Internship & Career Center in assuring the quality of its offerings and provides the students with a descriptive listing of his/her internship on their transcript.

Signature of Faculty Sponsor ______________________ Date ________

Print name of Faculty Sponsor ___________________________

Student: Give Original to Faculty Department Copy to Internship & Career Center
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(Course 92 or 192)

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Obligations of the student:
1. Submit a brief description of the proposed program including a statement of goals.
2. Demonstrate to the faculty sponsor adequate background to permit successful completion of the project.
3. Actively participate in the field experience at a level appropriate to the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor.
5. Provide a copy of all 92/192 forms to the Internship & Career Center.

***************************************************************************
TO BE COMPLETED BY THE STUDENT***************************************************************************

Academic Quarter: SSI SSI F W S Year: CRN#: 

Faculty Sponsor: ICC Coordinator:

Internship Site: Site Supervisor: Phone #:

Student Name: Student ID: 

Local Phone #: Permanent Phone #:

E-mail: Major: Year in School: 

You must have completed 90 units to enroll in the upper division 192, otherwise enroll in 92.

I am enrolling in: 92 ___ 192 ___ Units Requested: 

Title & Description of project (in conjunction with on site supervisor describe work to be undertaken, responsibilities/duties, and other requirements):

Goals (elaborate on reasons for taking this course and/or projected outcomes of this experience):

Qualifications (list specific courses and/or experiences that enable you to complete this special project):

Student: Give Original to Faculty Department Copy to Internship & Career Center
SITE SUPERVISOR FORM

INTERN EVALUATION FORM

* * * * * * * * * * * * * * * * * * * * TO BE COMPLETED BY THE JOB SITE SUPERVISOR * * * * * * * * * * * * * * *

Name of Student Intern: ________________________________ Date: ________________________________

Length of Assignment (dates): ________________________________

Faculty Sponsor: ________________________________ Faculty E-mail Address: ________________________________

RELATIONS WITH OTHERS:
____ Exceptionally well accepted
____ Works well with others
____ Gets along satisfactorily
____ Has some difficulty working with others
____ Works poorly with others

ATTITUDE:
____ Outstanding enthusiasm
____ Very interested and industrious
____ Average in diligence and interest
____ Somewhat indifferent
____ Definitely not interested

JUDGMENT:
____ Exceptionally mature
____ Above average in decision making
____ Usually makes the right decision
____ Often uses poor judgment
____ Consistently uses poor judgment

DEPENDABILITY:
____ Completely dependable
____ Above average dependability
____ Usually dependable
____ Sometimes neglectful or careless
____ Unreliable

ABILITY TO LEARN:
____ Learns very quickly
____ Learns readily
____ Average in learning
____ Rather slow to learn
____ Very slow to learn

QUALITY OF WORK:
____ Excellent
____ Very good
____ Average
____ Below average
____ Very poor

PUNCTUALITY:
____ Regular
____ Irregular

OVERALL RATING:
____ Excellent  ____ Very good  ____ Average  ____ Below average  ____ Poor

BRIEF DESCRIPTION OF THE INTERNSHIP ASSIGNMENT:

COMMENTS: (use other side if necessary)

Site Supervisor’s printed name and title ________________________________
Signature ________________________________

Phone: ________________________________ Site Name: ________________________________

Address: ________________________________

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