

Internship Application Form

Revised 05/2022

ACADEMIC YEAR: _____ ACADEMIC TERM: _____

Name: _____ ID#: _____

Course: _____
Number Name and Title of Course Hours

Location of Internship: _____
Name of Business/Church/Facility
City State Zip

Name of Supervisor at Location: _____
Name and Title

Location Supervisor Phone Number

Location Supervisor Email Address

***All information in this block is to be completed by the Registrar's Office
PRIOR to obtaining a signature from the Academic Affairs Office.***

Hours Completed _____ Student Classification _____ Student Division _____

Current GPA _____ Previous Hours by DIS _____ Previous Hours by Internship _____

REGISTRAR'S OFFICE SIGNATURE (Initials) _____ Date _____

PLEASE ATTACH A COPY OF THE COURSE SYLLABUS (SEE REVERSE FOR REQUIREMENTS) TO THIS FORM BEFORE SUBMITTING FOR APPROVAL. IMPORTANT NOTE: THE STUDENT LOGIN SHEET MUST BE SUBMITTED TO THE SUPERVISING FACULTY NAMED ON THIS FORM AT THE END OF THE SEMESTER IN ORDER TO RECEIVE CREDIT FOR THIS COURSE.

Student: _____
Signature Date

Supervising Faculty: _____
Signature Date Approved Not Approved

Division Chair: _____
Signature Date Approved Not Approved

Calling & Career Director: _____
Signature Date Approved Not Approved

Academic Affairs Office: _____
Signature Date Approved Not Approved

IMPORTANT ADDITIONAL INFORMATION REGARDING INTERNSHIPS:

1. All internship paperwork must be completed (including all signatures) no later than the end of the first day of classes.
2. A copy of the internship's course syllabus must be attached to this application.
3. The course syllabus **MUST** contain at minimum the following:
 - Student Learning Objectives
 - Criteria that outline the basic requirements of the internship
 - Specific assignments such as journals, papers, or other academic work that reflect learning
 - Location and name of the internship supervisor (not to be confused with the supervising faculty member), as well as contact information for both the internship location and the internship supervisor.
4. A login sheet must be completed by the student and/or the internship supervisor to record the number of hours worked by the student during the internship. This must be submitted to the supervising faculty member at the end of the semester in order for the student to receive credit for the course. More information can be found on the LCU website at www.lacollege.edu/campus-life/the-center-for-calling-career