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>
<th>Section</th>
<th>Units</th>
<th>Quarters Offered</th>
<th>Year</th>
<th>CRN number</th>
</tr>
</thead>
</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 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 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.

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

Academic Quarter: SSI SSII 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):

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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 **************

<table>
<thead>
<tr>
<th>Name of Student Intern:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Assignment (dates):</td>
<td></td>
</tr>
<tr>
<td>Faculty Sponsor:</td>
<td>Faculty E-mail Address:</td>
</tr>
</tbody>
</table>

**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_

**ATTENDANCE:**
- _Regular_
- _Irregular_

**PUNCTUALITY:**
- _Regular_
- _Irregular_

**OVERALL RATING:**
- _Excellent_  _Very good_  _Average_  _Below average_  _Poor_

**BRIEF DESCRIPTION OF THE INTERNSHIP ASSIGNMENT:**

**COMMENTS:** (use other side if necessary)

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Site Supervisor's printed name and title | Signature
---|---
Phone: | Site Name:
Address: |