

Internship for Academic Credit

Student: _____ Student ID No.: _____
(Please Print)

C.S. Box: _____ Campus Phone: _____

Permanent Address: _____ Home Phone: _____

Email: _____ Major: _____ Anticipated Graduation Date: _____

Semester/ Summer and Year of Proposed Internship: _____

No. of Weeks of Proposed Internship: _____ Hours per day: _____

Semester and Year in which student is enrolling for academic credit: _____ Credits: _____

Dept./Program of Internship: _____

Qualified students, usually in their junior or senior year, may receive credit from cooperating departments for an approved program that provides an opportunity to apply and expand knowledge under expert supervision for an on-campus or off-campus position. **These internships should provide a structured learning experience and must be evaluated by a William and Mary faculty member and approved in advance by the department. Academic credit is awarded for a project that incorporates the hands-on experience of the internship but which also includes an analytic or research component and a final, written report or paper.** Individual departments determine the number of credits in an academic internship that may count toward the minimum number of credits required in a major. Normally, a maximum of three hours is awarded, but in exceptional and approved cases a department may award more. No more than six credits in academic internships may be applied toward the 120 credits required for graduation. This internship agreement must be completed with signatures of the student, supervising faculty and any external supervisor. **It must be approved by the Dean of Undergraduate Studies before the student begins the internship. There will be no consideration of academic credit without an internship agreement.** Students undertaking internships that will take them away from campus for a semester or year should notify the Office of the Dean of Students before beginning the internship. International students who anticipate receiving payment should contact the Reves Center concerning visa requirements.

1. Write a brief description of your research project:

2. Briefly describe the analytic or research component of your internship.

3. Please describe the expectation (including paper topic, length of paper, etc.) for the final analytical or research component and the written report of your internship.

Dept. Chair or Supervising Faculty Signature:

_____ Print: _____ Date: _____

External Supervisor's Signature:

_____ Print: _____ Date: _____

Student's Signature:

_____ Date: _____

Dean of Undergraduate Studies Signature:

_____ Date: _____