



# WILLIAM & MARY

## Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES

### Internship for Academic Credit Form

Qualified students, usually in their junior or senior year, may receive credit for an approved program that provides an opportunity to apply and expand knowledge under a supervised internship. These internships should provide a structured learning experience and must be evaluated by a William & Mary faculty member and approved in advance.

Academic credit is awarded for a project that incorporates hands-on experience and includes an analytic or research component and a final written report or paper. Individual departments and programs determine the number of internship credits that may count toward the minimum number of credits required in a major. Normally, a maximum of three credits are awarded; in exceptional cases a department may award more. No more than six credits in academic internships may be applied toward the 120 credits required for graduation.

Students undertaking internships that will take them away from campus for a semester or year must contact the Dean of Students office before beginning the internship. International students who anticipate receiving payment should contact the Reves Center concerning visa requirements.

#### Instructions

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After completing Sections A and B, obtain the signature of your supervising W&M faculty member (Section C).

Obtain the signature of your internship's External Supervisor (Section C). An email confirmation from the External Supervisor will be accepted in lieu of this signature when applicable (attach printed email to the form).

The internship form must be completed, submitted, and approved by the Dean of Undergraduate Studies *before the start of the internship*. There will be no consideration of academic credit without an internship agreement.

Return completed form to the Office of Academic Advising, Swem Library 169.



**WILLIAM & MARY**  
Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES  
Office of Academic Advising, Swem Library 169  
757-221-2476 | advising@wm.edu

## Internship for Academic Credit

### SECTION A

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**Student's Name:** \_\_\_\_\_ **Banner ID #:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Anticipated Graduation Date:** \_\_\_\_\_

### SECTION B

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**Semester/Year of Internship:** \_\_\_\_\_ **No. of Weeks:** \_\_\_\_\_ **Hours/day:** \_\_\_\_\_

**Semester/Year Enrolled for Academic Credit:** \_\_\_\_\_ **No. of Credits:** \_\_\_\_\_

**Department/Program of Internship:** \_\_\_\_\_

**1. Brief description of your research project:**

**2. Brief description of the analytic or research component of your internship:**

# Internship for Academic Credit (cont.)

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

## SECTION C

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### Signatures:

\_\_\_\_\_  
Supervising Faculty: Print Name | Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
External Supervisor: Print Name | Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Undergraduate Studies Signature

\_\_\_\_\_  
Date

**Date Sent to Registrar's Office:** \_\_\_\_\_ **CRN# Created:** \_\_\_\_\_