

Wesley College Internship Application

INTERNSHIP PRECONDITION CHECKLIST:

Conditions must be met before form is signed.



- 1) Student has no incomplete grades on their transcript.
- 2) Student has no other internships this semester.
- 3) Student will have no more than nine credit hours of internships at graduation.
- 4) Student meets department criteria for G.P.A. and required curriculum.
- 5) List of specific learning objectives is attached to this form.
- 6) Signed statement is attached indicating how internship will be assessed and dates when faculty supervisor will make on-site visit(s). Both faculty and company rep must complete a performance evaluation.
- 7) Plan must include a minimum of 50 clock hours of work experience for each credit hour awarded.

Student Name: _____ I.D#: _____ Major: _____

Course Name/Number: _____ Semester/Year: _____ Class Standing: _____
JR/SR

Your Address while on Internship: _____
Street City State Zip

Your Phone: _____ Your E-Mail: _____

Internship Company Name: _____
Company Address: _____
Name of Contact Person: _____ Business E-Mail: _____
Title: _____ Business Phone: _____

Student must turn this completed form in to the Registrar's Office AND register for the section of Internship as a credit class at the same time. This must be done before the final day of the add/drop period in the term in which the internship course is to be taken. No internship credit will be granted retroactively.

OBTAIN SIGNATURES IN THE ORDER SHOWN

- (1) Student: _____ Date _____
- (2) Course/Internship Instructor: _____ Date _____
- (3) Company Contact Person: _____ Date _____
- (4) Department Chair: _____ Date _____
- (5) Registrar's Office: _____ Date _____

Registrar's Office will enroll student in Internship only after all signatures are obtained.