

ROWAN UNIVERSITY
Ric Edelman College of Communication, Humanities, & Social Sciences
Center for Professional Success
Application for Internship Credit

Step 1: Complete and sign Part I.

Step 2: Work with your internship supervisor to complete part II. Internship supervisor should sign here.

Step 3: Submit to flemings@rowan.edu for final approval.

PART I

Student Name: _____ **Rowan ID:** _____
Local Address: _____ **Telephone:** _____
_____ **Rowan Email:** _____
Major: _____ **Credit Hours Student Completed:** _____

of credits requested*: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Semester receiving credit: Fall 20____ Spring 20____ Summer 20____
*Students must submit this application **before** the first day of the semester in which they are receiving credit.*

- 2 credits – 85-100 hours per semester, about 7-8 hours a week. 3 credits- 130 hours per semester, about 10 hours a week.
- Student is responsible for any charges associated with adding the internship for credit.

The Internship in the Applied Liberal Arts (CHSS 20.399) will involve the following assignments:

- Weekly recorded lectures and discussion questions. Three reflection papers, elevator pitch recording, ongoing hours logs, list of references, revised resume, and one of the following: Focus 2 inventory, informational interview, electronic job search exercise, or ethics case study.

I have discussed and understand the duties of the internship as identified above. I understand that the Internship in Applied Liberal Arts class can satisfy general elective requirements for my program. I will consult with my Academic Advisor to determine how or if the internship can satisfy a degree requirement.

Student Signature: _____ **Date:** _____

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PART II

Title of Internship Position: _____ **Internship Format:** ☐ Virtual ☐ In-Person
Compensation? If so, please describe: _____
Planned Dates of Internship: _____ **Planned Hours per Week:** _____
Organization Name & Address: _____

Immediate Supervisor: _____ **Title:** _____
Telephone: _____ **Email:** _____

To be approved, internships must include rich developmental experiences beyond clerical work. **Please attach a list of your internship responsibilities to include when submitting this document.**

I have discussed with the above-named student the requirements of the internship with us, and I support his/her/their pursuit of academic credit for the hours completed.

Signature of Internship Supervisor: _____ **Date:** _____

PART III

To get approval for the internship to count as free electives, email the completed application with a list of internship responsibilities to Dr. Stephen Fleming, Associate Dean at flemings@rowan.edu. If approved, you will be emailed a CRN to register in Banner for the *Internship in Applied Liberal Arts* course.

Signature of Associate Dean: _____ **Date:** _____