

Semester Internship Registration Form 2008–2009

This section to be completed by STUDENT

Name: _____

E-mail: _____@gustavus.edu

Phone: _____ Grad. Date: _____

ID#: _____ Major: _____

Dept. Code: _____ 368

Are you on any type of college probation at this time? Yes No

Check one: Fall Semester 08 Spring Semester 09 Summer 09

(Start date _____ End date _____)

10–12 hours per week / .5 or 1 credit 20 hours per week / 2 credits

35+ hours per week / 3 credits Enter # of credits _____

If this is an international internship see deadlines and signature requirements below. *

This section to be completed by SITE SUPERVISOR

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Supervisor Name: _____

Supervisor Title: _____

E-mail: _____

Phone: _____ Fax: _____

Gustavus alum? Yes No

Compensated position? Yes No If yes, Wage \$ _____

Will this opportunity be offered in the future? Yes No

Application method(s): [check all that apply]

Interview Résumé Cover Letter Application Other

Provide 3–5 for each of the following: (Attach a separate sheet if necessary).
Internship Responsibilities:

Learning Goals:

I certify that I have at least junior status, am in good standing with Gustavus and accept the terms of the Gustavus Honor Code.

Student's Signature: _____

Date: _____

This section to be completed by FACULTY SPONSOR

As a faculty sponsor you are required to assign a **pass/fail grade** at the end of semester.

- Minimum Assignments:
- Career Center Reflection Questions
 - Two informational interviews
 - Summary Paper/Weekly Journal
 - Career Center Final Essay
 - Other: _____

Will you visit your student at the site? Yes No Maybe

Faculty Name: _____

Department: _____

Approved by

Faculty Signature: _____

Date: _____

If international internship

* Required Int'l. Ed. Signature: _____

As a Site Supervisor you are asked to provide supervision, complete a final evaluation and ensure a positive learning environment.

Site Supervisor's Signature: _____

Date: _____

INTERNSHIP REGISTRATION DEADLINES

	Domestic	* International
Fall 08:	Sept. 9, 2008	Mar. 1, 2008
Spring 09:	Feb. 13, 2009	Oct. 1, 2008
Summer 09:	May 14, 2009	Oct. 1, 2008

Return this form to: **Brian Koeneman**
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082
Fax 507-933-6277
koeneman@gustavus.edu

Career Center Approval: _____ Date: _____