

Academic Internship Registration

(FEP 200 – Special Project with Significant Field Component)

Print Name: _____

Student ID: _____ Class Year: _____

IMPORTANT INFORMATION

- Return completed form to the Registrar's Office. You **do not** need to turn in an Add/Drop Card.
- If you are an international student doing a paid internship, you must get a signature from the Office of International Education.
- Your internship will be visible in Portal once processed. You, your faculty sponsor, and the LAPC receive a PDF copy of the form.
- Credit: A full unit of internship credit assumes between 90 and 150 hours at the field site, depending on other requirements as negotiated between the student and the faculty sponsor.
- The Academic Internship can apply to the LAP Requirement, Option 1. You must be registered for 1.0 unit in order to fulfill this requirement. If you would like to use this as your LAP, consult with your advisor prior to registration.
- This course will be graded Credit/No Credit.

REGISTRATION INFORMATION

Major(s): _____ Minor(s): _____

Term & Year: _____ Unit Value: .25 .50 .75 1.0

Pay: PAID UNPAID Start Date: _____ End Date: _____

Internship/Position Title: _____

Field Site/Organization Name: _____

Site Street Address: _____ City, State, Zip: _____

Site Supervisor Name: _____ Site Supervisor Title: _____

Site Supervisor Email: _____ Site Supervisor Phone: _____

Experience was found through an alumni connection (if checked) Alumni Name: _____

Course Description:

Hours Required on Site:

Readings, papers, projects, meetings, discussions, on-site tasks, etc. (be specific):

Deadlines and basis for evaluation (for assignments listed above in #2):

Student Signature Date

Faculty Sponsor Name (print legibly) Signature Date

Academic Advisor Name (print legibly) Signature Date

Office of International Education Signature for International students doing a paid internship Date

REGISTRAR'S OFFICE USE ONLY

Date Registered: _____ Entered By: _____ Added FEP 200 _____