

**ROWAN UNIVERSITY**  
**College of Humanities and Social Sciences Center for Professional Success**  
**Application for Internship Credit**

<i>Step 1: Complete and sign Part I.</i>	<i>Step 2: Work with your internship supervisor to complete part II. Internship supervisor should sign here.</i>	<i>Step 3: Submit to <a href="mailto:flemings@rowan.edu">flemings@rowan.edu</a> for final approval</i>
--	--	--

**PART I**

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

**# of credits requested\*:** \_\_\_ 2 \_\_\_ 3 \_\_\_ other (\_\_\_)

**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 (INTR20.399) 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:** \_\_\_\_\_

**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 your internship responsibilities.**

*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](mailto: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:** \_\_\_\_\_