

ROWAN UNIVERSITY
College of Humanities and Social Sciences Center for Professional Success
“CHSS Match” Internship Program
Application and Approval

<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 flemings@rowan.edu 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.

Minimum requirements to earn academic credit for Internship in the Applied Liberal Arts INTR20.399:

- Appropriate number of hours of on-the-job experience with time sheets verified by supervisor
- Listing / report of mid-semester and final internship accomplishments, signed by supervisor
- Reflective essay on your experiences and what you have learned both about the job you performed and about yourself as a result of the internship

I have discussed and understand the duties of the internship as identified above. I understand that the CHSS Match Internship 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: _____
Any 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 his/her internship with us, and I approve of his/her participation in the CHSS Match Program.

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 Stephen Fleming, Assistant Dean of CHSS 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 Assistant Dean: _____ **Date:** _____