

Request for Approval of Internship for Academic Credit (Course 92 or 192)

Please read the following information, complete the form electronically or on hard copy, review with your faculty sponsor and return final agreement to Elizabeth Shull in 1150 PES Building or electronically at eashull@ucdavis.edu.

If returning electronically, faculty sponsor must be cc'd in lieu of an actual signature. Once received and approved, Elizabeth will email you the correct CRN with instructions.

Objectives of the Internship Program: Enable students to obtain applied learning experience which will complement and extend the traditional educational process. The experience should aid the student in the exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

Technical Guidelines:

1. Students must have completed 90 units to enroll in upper division 192, otherwise students may enroll in lower division 92.
2. For every 30 hours of work according to the agreement made with the faculty sponsor, students may receive 1 unit of 92 or 192 credit. For example, 3 hours a week over a ten week quarter = 30 hours. In this case the student should enroll for 1 unit.
3. Students interested in Transcript Notation should contact the Internship and Career Center and provide a copy of this form once completed. See <http://iccweb.ucdavis.edu/students/TN.htm> for more information.

Obligations of the Student:

1. For internships not directly supervised by the faculty sponsor, students must submit a detailed outline of the proposed program including the statement of goals to the faculty sponsor.
2. Demonstrate to the faculty sponsor that the student has adequate background to permit successful completion of the project.
3. Actively participate in the field experience to a degree commensurate with the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor below.

Obligations of the Faculty Sponsor:

1. Possess expertise in the area of the proposed internship.
2. Review student's adequacy of preparation for undertaking the proposed internship.
3. Evaluate the intern primarily on the basis of written work demonstrating the intellectual value of the experience.

Please provide the following information:

Student Name: _____

Student ID: _____

Major: _____

Email: _____

Academic Quarter of Internship (SSI, SSII, F, W or S): _____

Year of Internship: _____

Course Designator Requested (ERS, HYD, ATM or SSC): _____

Level (92 or 192): _____

Units Requested: _____

Faculty Sponsor: _____

Internship Site: _____

Site Supervisor (if different than sponsor): _____

In conjunction with on site supervisor/faculty sponsor, please provide the following information about this internship. Bullet points and brief phrases are perfectly fine.

Brief Title & Description of Project (describe work to be undertaken, responsibilities/duties, and other requirements):

Goals (reasons for taking this course and/or projected outcomes of this experience):

Qualifications (list specific courses and/or experiences that enable you to complete this special project):

Requirements Stipulated by Faculty Sponsor (in addition to experience), check all that apply:

Library Research _____

Lab Notebook _____

Diary, journal or log _____

Other _____, Please explain _____