HAMILTON COLLEGE
APPLICATION FOR 1/4 CREDIT INTERNSHIP

This is a Hamilton College internal form only. A copy does not need to be sent to the internship supervisor as the supervisor only needs the internship approval letter and evaluation form.

I.

Name: _____ Class Year: _____

Name of Company: _____ Supervisor Name: _____

Contact Information: _____
(Title) (Address) (Phone)

Term: _____ Start Date: _____ End Date: _____

Date by which Supervisor evaluation must be received: _____

II.

Please type on a separate sheet(s) of paper the following information:

1. A statement of one or more paragraphs discussing how the internship experience will help you to meet your academic goals. Be sure to describe both your academic goals and the manner in which the internship will help you meet those goals.

2. A statement clearly specifying the activities you will engage in as part of your internship experience.

As part of the internship proposal process, you must meet with a professional staff member at the Career Center (x4346).

The Committee on Academic Standing will make its determination to award ***credit/no credit*** *based on a letter of evaluation submitted by the project supervisor and may include an interview with the student conducted by the Associate Dean of Students (Academic). The Office of the Dean of Students will place the project supervisor's letter of evaluation in the student's permanent file.* ***Students may not apply credits earned for their internship experiences in this manner towards the requirements for their degree, including the regulation requiring the completion of a minimum of 32 credits.***

III.

Signed: _____ Student

_____ Career Center

_____ Associate Dean

Distribution: Dean, Student, Registrar, Career Center