

- **Meals:** Petitions for refund of meals missed must be filed with the Business Office at least seven days prior to the term in which your Internship is to begin.
- **Grades:** Internships are graded only *Credit/No Credit* & will not affect your GPA.
- **Credit Limits:** A maximum of four credits earned in Independent Studies & Internships may be counted toward the 31 credits required to graduate. Note: **Internship credit will not be approved retroactively.**
- **Responsibility:** Questions? Consult the *Catalogue*, "Additional Academic Opportunities"

**Step 1: To be completed by student with help from the Faculty Sponsor**

Your name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Sponsoring Cornell Department: \_\_\_\_\_ Course Level (circle) 280 or 380

Prerequisite: 8 course credits? Yes No Two courses in related department? (list courses) \_\_\_\_\_

Site name & Location of Internship (specify country if International): \_\_\_\_\_

Site supervisor name: \_\_\_\_\_ Contact number/email: \_\_\_\_\_

Dates of Internship: Start \_\_\_\_\_ End \_\_\_\_\_ Number of hours per week: \_\_\_\_\_ Total # of Credits: \_\_\_\_\_

- Attach a syllabus that includes the following information:
  - A statement of **at least 250 words** explaining how the internship contributes to your academic & career goals
  - information about the method used to document your activities (e.g. daily journals, weekly reports, and/or a final reflective essay)
- Attach a job description from the site supervisor which lists your responsibilities and how your performance will be evaluated. If the internship site does not have a job description available please write one yourself.

**Step 2: To be completed by Berry Career Institute (Thomas Commons- middle level):**

**Course credits:**

- 1/4 credit = min. of 40 hours total (or 2.5 hours per week for one semester (16 weeks))
- 1/2 credit = min. of 80 hours total (or 20 hours per week for 4 weeks or 40 hours per week for 2 weeks)
- 1 credit = min. of 160 hours total (or 40 hours per week for 4 weeks)
- 2 credits = min. of 320 hours total (or 40 hours per week for 8 weeks)

Registration number of credits (circle one):      ¼      ½      1                      Block(s): \_\_\_\_\_

Funded? (circle) BCI or Fellows Amt: \_\_\_\_\_                      Initials, notes: \_\_\_\_\_

**Step 3: Please obtain signatures in the following order:**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

\*my signature indicates I have read & agree to the requirements & deadlines at the top of this form

Signature of Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature from Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

International & Off-Campus Studies Approval (if Int'l Internship) \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval from Berry Career Institute: \_\_\_\_\_ Date: \_\_\_\_\_

Signature from Registrar: \_\_\_\_\_ Date: \_\_\_\_\_