

- **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: _____

Signature from Business Services: _____ Date: _____

Final Approval from Berry Career Institute: _____ Date: _____

Signature from Registrar: _____ Date: _____