

**Requirements and Deadlines:**

- **Payment** must be made before your registration will be processed.\*
- **Grades:** Internships are graded only *Credit/No Credit* & will not affect your GPA.
- **Housing:** Students requesting summer housing should contact Residence Life as soon as possible. Space is limited.
- **Graduation Requirements:** A maximum of four credits earned in Independent Credit Bearing Courses may be counted toward the 31 credits required to graduate. Note: **Internship credit will not be approved retroactively.**
- **Questions about requirements:** see the Catalogue requirements, which go into effect summer 2017.

**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

Prerequisites: 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 (All internships must be completed by August 15):**

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 Session Summer 1 number of credits (circle one): ¼ ½ 1 **Summer 1 = May 14 – June 31**

Registration Session Summer 2 number of credits (circle one): ¼ ½ 1 **Summer 2 = July 5 – Aug 17**

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: \_\_\_\_\_

\*Registration will not be processed until all fees are paid. The Business Services signature will be given when payment in full is received. Drop date for refunds is 5 business days after the start date specified. After that date the grade earned will appear on the transcript.

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

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