

APPLICATION FOR INTERNSHIP FOR CREDIT (BINT 19800)
BINT 19800 internship credit can only fulfill open elective credit

PREREQUISITES:

1. Sexual Harassment Prevention Training (Complete online at www.ithaca.edu/sacl/share/education/harassment/. Certificate must be attached to this application.)

SECURE THE INTERNSHIP:

1. Internships may be paid or unpaid.
2. Internships must have some connection to business and a student's professional development goals.

REGISTRATION:

1. Submit a fully completed application (including supervisor signature, job description, and resume) to the Dean's Office at least one week before starting the internship. You must also submit your application before the Add/Drop date for the term in which the internship will be done. If not, your registration will be rolled to the following term.
2. Once the application has been approved, you will receive an e-mail from the Dean's Office with registration confirmation.

ASSIGNMENTS:

1. Internship Journal: Submit bi-weekly journals electronically to the faculty sponsor with a copy to the Internship Supervisor, including internship responsibilities (tasks, defining experiences, how these experiences are shaping your perspective on your concentration and/or future career) and the number of hours worked each week and cumulative hours to date. *The length and frequency of the journal submission will be modified for internships of less than three credits.*
2. Final Presentation: At the end of the semester, participate in a 10-minute presentation on the internship covering: an overview of the internship sponsoring organization and its mission, description of internship responsibilities, how you secured the internship opportunity, lessons learned from the internship and what you would have done differently. *Please note: Summer interns will receive an "Incomplete" grade at the end of the term. A final pass/fail grade will be issued after the presentation, which will take place within 3 weeks of the start of the following fall semester.*

For additional information and resources, see www.ithaca.edu/business/professions

KEEP THIS PAGE FOR REFERENCE!

APPLICATION FOR INTERNSHIP FOR CREDIT: BINT 19800

Name: _____ ID Number: _____

E-Mail Address: _____ Cell Phone: _____

Major: Accounting Business Administration: Concentration (s) _____ GPA: _____

Term in which internship will take place: Fall Winter Spring Summer Year: 20____

INTERNSHIP DETAILS:

Internship Start Date: _____ End Date: _____

Anticipated Hours per week: _____ Number of credits requested for this internship: _____

Credits Desired	Onsite Work Hours	Coursework Hours <i>(Bi-weekly journal entries and preparation for final presentation)</i>	Total Work Hours
1 credit hour	55	5	60
2 credit hours	110	10	120
3 credit hours	165	15	180
6 credit hours	330	30	360

Note: Credit bearing internships are academic classes. Tuition is charged for each credit if you choose to do it outside of the fall/spring semester or if you go over 18 credits during the fall or spring semester.

Sponsoring Organization: _____

Department: _____

Supervisor Name: _____ Title: _____

Phone: _____ Email address: _____

Address: _____

Company Website: _____

Organization Type: For Profit ___ Not For Profit ___ Government ___

Internship: Paid ___ Non-Paid ___

STUDENT AGREEMENT

1. I understand that being an intern is a serious responsibility and that I will be representing the School of Business and Ithaca College, as well as myself. I have considered my academic load and other commitments and am able to devote the time and energy necessary to make my internship experience a successful one.
2. I understand that if I do not complete the academic responsibilities as outlined on the first page of this application, which I have reviewed, I will receive a failing grade. I understand that if I receive a failing grade it will permanently remain on my transcript.
3. If I am unable to complete the required hours during the term in which I am enrolled I will immediately contact the Assistant Dean to avoid receiving a failing grade.
4. I understand that this is a serious responsibility, and that I will be representing the School of Business and Ithaca College, as well as myself.
5. I have carefully considered my academic load and other commitments and am able and willing to devote the time and energy necessary to make my career exploration a successful one.
6. I understand that I must complete the Professions Program degree requirements in addition to this internship.
7. I understand my responsibility in reporting any harassment, sexual or otherwise to the Assistant Dean and organizational sponsor.

Student Signature

Date

SUPERVISOR AGREEMENT

The Internship Supervisor will:

1. Provide a preliminary job description of the internship. Internship activities should focus on projects that relate to the student's academic course of study.
2. Aim to provide meaningful work to the student intern. The balance of accommodating the needs of the sponsoring organization with assignments that complement the student's academic program is important, and while it is understood that some tasks may be repetitive or clerical in nature, the supervisor should endeavor to provide the intern with a variety of tasks that build skills and experience.
3. Be responsive to correspondence from the Assistant Dean or faculty member who will oversee the internship. This correspondence may be by telephone, email or mail.
4. Provide an evaluation of the student intern at the end of the semester. An evaluation form will be supplied to the internship supervisor and will be on work/tasks completed, professionalism and educational preparation.

I have read the attached internship and agree to act as the supervisor for the Ithaca College student enrolling in this experience. I verify that the student completing this experience will work in a safe, harassment-free environment at all times. I agree to contact the School of Business's Assistant Dean (Dawn Kline, dkline@ithaca.edu, 607-274-3941) if any questions or problems arise during this experience.

I also agree to complete an evaluation of the student's experience by the end of the academic term in which the student is enrolled.

Supervisor Signature

Date

INTERNATIONAL PROGRAMS REVIEW (for International Students Only)

International students on F-1 visas are required to meet with a Designated School Official (DSO) from the Office of International Programs. The DSO will review the internship application and determine your eligibility.

CPT Form Required: yes no

I have reviewed this student's internship application. The student will be eligible for CPT for this internship.

Designated School Official Signature, OIP

Date

ASSISTANT DEAN REVIEW: Approved

Denied

Assistant Dean for Student Services Signature

Date