

College of Professional Studies Internship Approval Form (8/16)

Students should fulfill all Eligibility Requirements before Requesting Academic Credit for Internships.

Eligibility Requirements:

Before the start of the internship semester the student must:

- o Have achieved appropriate junior or senior status in a bachelor of science program
- o Have declared a major in the internship area at least 12 major area credits completed.
- Have achieved the qualifying overall and major area GPAs for internships -See the appropriate internship coordinator/program director for specific GPA requirements.

General Internship Information:

- Each division may have other specific internship requirements in addition to those listed above.
- Student interns will be graded and receive academic credit for their participation in the internship program.
- Students may not exceed 18 credits (including internship credit) while participating in an academic internship.

Instructions:

- 1. Complete Part I (Student Section) and submit form to CPS Dean's office for Part 2 completion
- 2. Bring form with Parts 1 & 2 completed to Internship Coordinator
- 3. Return form with Parts 1, 2, 3 and 4 completed to CPS Dean's Office for Registration (St. Augustine, 2nd floor).

DART 4. Completed by Chydenty Blacco mint clearly in blue or black into					
PART 1: Completed by Student: Please print clearly in blue or black ink.					
Name:	X#				Major:
SJU email:		II-phone:	Request for an Internship for: (Check one):		
@stjohns.edu			Fall	Spring	Summer
Student Consent: My signature indicates all information on this form to be correct and verifies my consent to register for an academic internship					
XStudent Signature	Pate:				
PART 2 Completed by Advising Dean: St. Augustine Hall, 2 nd floor					
Number of major area credits completed before internship semester:					Cumulative GPA:
Courses completed before internship					
Check one: 1. Student meets academic requirements: 2. Student doesn't meet the following requirements: Low cumulative GPA Low cumulative and/or major area credits		I confirm that the student's GPA, course and credit information noted on this application is correct.			
		XExt			
		Advising Dean Signature		Date	
PARTS 3 & 4: Completed by Internship Coordinator/Program Director					
PART 3 INTERNSHIP APPROVAL: This student is approved for credits of internship for the requested semester and must follow the instructions below to secure an internship site.					
X Date: Internship Coordinator /Program Director Signature					
PART 4: INTERNSHIP REGISTRATION INFORMATION: When Parts 1, 2, 3 and 4 are completed and signed, bring form to CPS Dean's office (St. Augustine Hall, 2 nd Floor)					
Course Number: CRN	Co	urse Number:	CRN _		_

For contact information internship coordinators and program directors visit: