



Internship or Field Experience *Placement Approval* Form

Completed form must be submitted to the Registrar's Office with all **required signatures** no later than the start of the fourth week of the term (fall/spring/summer 10 week). For Summer I or II, submission must be by the start of the second week. **Students who do not submit the form will be notified that they must withdraw or will receive a failing grade in the course. Note: This is the registration form deadline, not the department/program/college deadline or guidelines. Those must be met to receive signatures.**

Please check one: Graduate/Post Baccalaureate Certification Student Undergraduate student

Indicate the **Year** for the request: _____

Indicate the Semester or Session: Fall Spring Summer I Summer II Summer 10 Weeks

Student's Name: _____ Student's ID: _____

Home Address: _____

Student's Signature: _____ Date: _____

Expected Date of Graduation: Year: _____ Semester: _____

KU E-Mail Address: _____ Phone#: _____

COURSE ENROLLED IN:

PREFIX: _____ NO.: _____ COURSE TITLE: _____ # of Credits: _____

Is this a paid internship? Yes No

_____ / _____	_____ / _____
Sponsoring Organization	Organization's Website Address/URL
_____ / _____	_____ / _____
Address	City, State, Zip Code
_____ / _____	_____ / _____
Intern Supervisor at Organization	Intern Supervisor Phone and Email Contact Information

Signatures below are **required**. The supervising professor is the instructor of record listed for the internship course. **Department chairpersons or placement coordinators will check for current agreement between the University and the placement site prior to signing.**

PRINT Supervising Professor's Name _____ / _____ / _____
Supervising Professor's Signature _____ / _____ / _____
Date _____

Dept. Chairperson's Signature _____ / _____ / _____
Date _____ Assistant/Director of Clinical Education _____ / _____ / _____
(COE only) Date _____

Dean of College's Signature _____ / _____ / _____
Date _____

Vice Provost of Extended & Lifelong Learning Signature _____ / _____ / _____
Date _____

UNDERGRADUATE REQUIREMENTS FOR COMPLETING AN INTERNSHIP

The minimum G.P.A. for a required or elective internship shall be good academic standing and either 2.0 overall or 2.5 in the major; however, departments may establish a higher G.P.A. requirement for either required or elective internships. Junior/Senior level status is required. Colleges or departments may have additional requirements specific to their programs. Students should discuss requirements with their advisor prior to completing this form or attempting to secure an internship placement.

UNDERGRADUATE COURSES:

ANIA	390	Internship in Animated Arts	POLI	391	THIS: Internship
ANTH	390	Internship in Anthropology I	POLI	392	THIS: Research
ANTH	391	Internship in Anthropology II	POLI	393	THIS: Seminar
ARTH	390	Internship in Art History	PRWR	390	Public Relations Internship
ARED	392	Field Experience in Art	PSYC	305	Psychology Field / Research Practicum
ARED	392	Field Experience in Art Education	PSYC	362	Internship in Industrial/Organization Psychology
BIOL	390	Internship in Biology	PSYC	363	Clinical Internship in Psychology
BUSN	390	Internship in Business	SMTS	390	Social Media Internship
CODS	392	Field Experience in CDE	SOCI	390	Internship in Sociology
CODS	394	Communication Design Internship	SPRT	340	Internship in Coaching and Fitness
CRFT	392	Field Experience in Craft	SPRT	350	Internship in Sport Management
CHEM	390	Internship in Chemistry	SPEE	381	Internship in Special Education
COMM	390	Communication Studies Internship	SOWK	381	Field Instruction in Social Work I
CRJU	385	Police Academy Internship	SOWK	383	Field Instruction in Social Work II
CRJU	390	Internship in Criminal Justice I	WGST	390	Internship in Women's Studies
CPSC	280	Internship in CSC I	PRWR	390	Professional Writing Internship
CPSC	380	Internship in CSC II			
CTME	390	Senior Internship Cinema, TV, & Media			
ENGR	390	Internship in Engineering			
ELED	338	Internship in Early Childhood Education			
EVSC	390	Internship in Environmental Science			
GEST	390	General Studies Internship			
GEOG	394	Internship in Geography			
GEOL	390	Internship in Geology			
HIST	390	History Internship			
INTL	390	International Studies Internship			
LLTC	390	Internship			
MRSC	390	Internship in Marine Science			
MATH	280	Cooperative Internship in Math			
MCST	390	Internship in MCS			
MUSC	391	Field Experience in Music			
PGST	390	Internship in PA German Studies			
PHYS	390	Internship in Physics			
POLI	390	Federal, State, or Local Gov Internship			

GRADUATE COURSES:

ARED	476	Art Education Internship I
ARED	477	Art Education Internship II
ARED	566	Internship in Arts Administration
CODS	594	Graduate Internship
CRJU	590	Field Experience in Criminal Justice
CPSC	590	CSC Cooperative Internship
EDUC	590	Internship in Supervision
EDUC	593	Internship
INTC	590	Internship/Practicum in Instructional Technology
LLTC	590	Internship
MUED	575	Field Experience in Music Education
POLI	565	Public Administration Internship
SPEE	507	Internship in Visual Impairment
SOWK	481	Generalist Internship I
SOWK	483	Generalist Internship II
SOWK	491	Internship for Advanced Standing I
SOWK	493	Internship for Advanced Standing II
SOWK	581	Specialized Internship I
SOWK	583	Specialized Internship II