



# Internship or Field Experience *Registration Approval Form*

Completed form must be submitted to the Registrar's Office with all **required signatures** no later than the end of the first week of the term. *Note: This is the first of two forms that must be submitted to the Office of the Registrar to receive course credit. The Placement Approval Form must also be submitted by the appropriate deadline.*

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

**This form must be turned in with the appropriate signatures at the time of course selection.**

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

Home Address: Student's \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expected Date of Graduation: Year: \_\_\_\_\_ Semester: \_\_\_\_\_

KU E-Mail Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

### COURSE REQUESTED:

**PREFIX:** \_\_\_\_\_ **NO.:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_ **# of Credits:** \_\_\_\_\_

**For Verification of Attendance purposes**, please enter the course start, midterm and end date if different from those of the semester or session in which it is being taught. Form will be returned if dates are not included.

Start Date \_\_\_\_\_ Midterm \_\_\_\_\_ End Date \_\_\_\_\_

Completion of this form indicates that a student has met all requirements for an internship, per the program and may register for the course. **Once registration is completed, the student will have until the start of the fourth week of the term for spring, fall, or summer 10-week to secure a placement for the internship and submit the Internship Placement Approval form.** For summer I or II (5-week) terms, the form must be submitted by the start of the second week.

Should a student not achieve a placement by the stated deadline, the student will be directed to withdraw from the course. Failure to do so will result in a failing grade being assigned.

*Note: Signature of graduate dean required only for graduate and post-baccalaureate certification level courses.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**PRINT Advisor's Name** / **Advisor's Signature** / **Date**

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Dean of College or Designee's Signature / Date / Dean of Graduate Studies / Date

**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Course Prefix / Course No. / Section / Credits / Professor's Name

Date Entered: \_\_\_\_\_ Please add this course to the schedule for the \_\_\_\_\_ Semester/Session.

## 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