



Registrar's Office

Internship Request

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 semester.

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

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

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

The below named student has permission to take an Internship. Is this a paid Internship? Yes No

This form must be turned in with the appropriate signatures at the time he/she selects courses for a given semester.

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

Home Address: _____

Student's Signature: _____ Date: _____

Expected Date of Graduation: _____ Semester _____ Year _____

KU E-Mail Address: _____ Phone#: _____ Cell 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 _____

Sponsoring Organization / Organization's Website Address/URL

Address / City, State, Zip Code

Industry / Organization's Phone Number

INTERNSHIP: Signatures required for internships include the department chairperson, professor and that of the Dean of the appropriate College. (Dean of appropriate College refers to the Dean of the College in which the course is taught. For Graduate students and Post Baccalaureate Certification students, the signature of the Dean of Graduate Studies is also required.)

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

Dept. Chairperson's Signature / Date / Dean of College's Signature / Date

Dean of Graduate Studies' Signature / Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

Course Prefix / Section / Class No. / Credits / Professor's Name

Date Entered: _____ Please add this course to the schedule for the _____ Semester/Session.
Rev. 02/18

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.

COLLEGE OF BUSINESS INTERNSHIP REQUIREMENTS

Students in the College of Business have the opportunity to earn professional experience and academic credit by participating in the College of Business internship program. Qualified students, who have completed approximately 75 credits, provide valuable service to companies and institutions while gaining invaluable experience and developing professionally. It is a true “win-win” situation for all. Three to six internship credits may be earned. Information and application forms are available by contacting the Dean’s Office, College of Business or any of the departments in the College of Business.

UNDERGRADUATE COURSES:

ANT	390	Internship in Anthropology I	POL	391	THIS: Internship
ANT	391	Internship in Anthropology II	POL	392	THIS: Research
ARH	390	Internship in Art History	POL	393	THIS: Seminar
ART	392	Field Experience in Art	PSY	305	Practicum in Psychology
ARU	392	Field Experience in Art Education	PSY	362	Internship in Industrial/Organization Psych
BIO	390	Internship in Biology	PSY	363	Clinical Internship in Psychology
BUS	390	Internship in Business	SMS	390	Social Media Internship
CDE	392	Field Experience in CDE	SOC	390	Internship in Sociology
CDE	394	Communication Design Internship	SPT	340	Coaching Internship
CFT	392	Field Experience in Craft	SPT	350	Internship in Sport Management
CHM	390	Internship in Chemistry	SPU	381	Internship in Special Education
COM	390	Speech Communication Internship	SWK	381	Field Instruction in Social Work I
CRJ	390	Criminal Justice Field Work	SWK	383	Field Instruction in Social Work II
CSC	280	Internship in CSC I	WGS	390	Internship in Women's Studies
CSC	380	Internship in CSC II	WRI	390	Writing Internship
CTM	390	SR Intern Cinema, TV & Media			
ELU	338	Internship in Early Childhood			GRADUATE COURSES:
GEE	390	General Studies Internship	CDE	594	Graduate Internship
GEE	391	THIS: Internship	CRJ	590	Field Experience in Criminal Justice
GEE	392	THIS: Research	CSC	590	CSC Cooperative Internship
GEE	393	THIS: Seminar	CTM	590	Internship in Electronic Media
GEG	394	Internship in Geography	EDU	590	Internship/Practicum in Supervision
GEL	390	Internship in Geology	EDU	593	Internship Principal Internship
HIS	390	History Internship	LLT	590	Fieldwork: School Library Media Ctrs
HUM	390	Intern/Literary Studies	POL	565	Public Admin Internship
INT	390	International Studies Internship	SPU	507	Internship in Visually Impaired
LLT	390	Fieldwork: Lib & Info Centers	SWK	481	Foundation Internship I
MAR	390	Internship in Marine Science	SWK	483	Foundation Internship II
MAT	280	Cooperative Internship in Math	SWK	491	Internship for Advanced Standing I
MCS	390	Internship in MCS	SWK	493	Internship for Advanced Standing II
MUS	391	Field Experience in Music	SWK	581	Advanced Internship I
PAG	390	Internship in PA German Studies	SWK	583	Advanced Internship II
PHY	390	Internship in Physics			
POL	390	Federal, State, or Local Gov Internship			