_____
Student Name (Print) Phone #

_____
Student Identification Number

For Fall, J-Term, Spring, and Summer Terms

_____2013-14
Term/Year

BASSETT INTERNSHIP PROGRAM
Randolph-Macon College
APPLICATION FOR ACADEMIC INTERNSHIP
(PLEASE PRINT OR TYPE)

COURSE INFORMATION

Department and Course Number:_____

Course Title:_____

Faculty Supervisor:_____

STUDENT INFORMATION

Major(s)_____

Minor(s)_____

Semester hours completed to date: _____

Cumulative GPA to date: _____

INTERNSHIP INFORMATION

Name of Sponsoring Organization: _____

Internship Location Address: _____

Mailing Address: _____

Field Supervisor and Title: _____

Phone Number: _____

Email Address: _____

I understand my on-site work experience must be a minimum of 130 hours for academic credit to be given and no salary or wages will be received.

I have read and agree to follow the conditions stated on the reverse side of this application.

Student: _____ _____
Print Name Signature Date

Advisor _____ _____
Print Name Signature Date

Faculty Supervisor _____ _____
Print Name Signature Date

Chair, Sponsoring Department: _____
Signature Date

Office of International Education (F-1 Visas only) _____
Signature Date

After completing the form and securing all signatures above, submit to the Registrar's Office.
A current résumé must accompany this application

For Registrar Office Use Only

Director, Bassett Internship Program _____
Signature Date

Registrar _____
Signature Date

REV 4/26/13

For Fall, J-Term, Spring, and Summer Terms 2013-2014

APPLICATION RULES FOR ACADEMIC INTERNSHIPS

Each of the following conditions must be met in order to receive academic credit for an Internship. Failure to comply will result in cancellation of the Internship.

1. A student must have **completed 48 semester hours** of college work at the time of participation in an Internship, AND

2. A student must have at least a **2.25 cumulative grade point average (GPA)** at the time of application for an Internship and during the term in which the Internship is performed. (Please note: some academic departments may have higher minimum GPAs.)

3. A student must have approval from the Chair of the academic department sponsoring the Internship.

4. Applications can be filed only during the term immediately preceding the term in which an Internship is to be performed.

5. Applications for Internships must be filed no later than the deadlines below:

Fall Term 2013 Application deadline:	Monday, August 19, 2013
January Term 2014 Application deadline:	Friday, November 15, 2013
Spring Term 2014 Application deadline:	Friday, January 17, 2014
All Summer Terms 2014 Application deadline:	Friday, April 25, 2014

6. Interns may not receive salary or wages as compensation for their work as Interns.

7. This application must be completed and submitted to the Registrar no later than the deadlines shown above.

8. A current résumé must accompany this application. (Note: Résumé assistance is available through the Center for Personal and Career Development – R-MC EDGE program. Students are encouraged to be in contact with the EDGE program well in advance of the internship application date to allow for appropriate review.)

9. Students must be enrolled in an Internship course to receive academic credit for the Internship experience. Enrollment must be concurrent with the Internship.

ACADEMIC CREDIT WILL NOT BE AWARDED RETROACTIVELY FOR INTERNSHIPS.