

# Skidmore College Internship Application

Save file as: "Last name, First name - IFC - Application." Use **Save AS** so the fields will save properly. Be sure all the fields are completed before you submit.

Student's Name: \_\_\_\_\_ Class Year: 20\_\_ Student ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_@skidmore.edu

Faculty Sponsor: \_\_\_\_\_ Dept/Prgm: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Dept/Prgm: \_\_\_\_\_

Most Recent GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Are you an International Student:  Yes  No

Will this be a paid internship:  Yes  No

Is this internship:  In-person  Remote  A combination of in-person and remote

Summer Only – Is this a Skidmore funded internship:  Yes  No

Descriptive Title of Internship: \_\_\_\_\_

(For example: computer graphics work at Image Master; or, loan analysis at Chase Manhattan; or, historic preservation at the State Museum)

On-Site Supervisor (name and title): \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Dates of involvement in the internship: Begin: \_\_\_\_/\_\_\_\_/\_\_\_\_ Conclude: \_\_\_\_/\_\_\_\_/\_\_\_\_

Term of Enrollment:  Fall 202  Spring 202  Summer 202 \$320 per internship credit will be charged for summer internships.

**NOTE:** Internship credit proposals reviewed by departments and programs must be submitted by the published deadline for the fall or spring semester. Summer internships must be submitted no later than the start of the appropriate summer session.

Total number of weeks for the internship: \_\_\_\_\_

Total number contact hours for the internship: \_\_\_\_\_

**Time Commitment:** In addition to the agreed upon research papers, journals or other assigned coursework, a one-credit internship requires no fewer than five weeks of active internship involvement and no fewer than 45 internship contact hours; a two-credit internship requires no fewer than five weeks and no fewer than 90 contact hours; a three-credit internship requires no fewer than five weeks and no fewer than 135 contact hours; a four-credit internship requires no fewer than six weeks and no fewer than 180 contact hours.

**A) Internship course number and sponsoring department or program:** \_\_\_\_\_

Please check the *College Catalog* for accurate course numbers (for example, MB399, PS399, SO299, IN100)

**B) Number of semester hours:**  1  2  3  4 Other (for AA299 and AA399 only, up to 9 credits)

Please refer to the *College Catalog* to see how much credit your sponsoring academic department has approved for a 299 or a 399-level internship.

**Grading option\*\*:**  Satisfactory/Unsatisfactory  For a Grade

\*\* (The following internships are offered as S/U ONLY: AA299, AA399, AH299, AH399, AM299, AM399, AS399, BI299, BI399, CC399, CS399, EN399, ES299, ES399, GE399, HP299, HP399, IN100, MF299, MF399, PL299, PL399, PS399)

Where did you find your Internship opportunity?  
\_\_\_\_\_

**IMPORTANT:** The work for the internship must be completed and the grade submitted to the Registrar by the end of the term in which the student registered the internship credit. If no grade is submitted by the sponsoring faculty member by the grading deadline, the grade will be recorded as a "U" or "WF."

**Academic and experiential content of the proposed internship:** The *student* must provide a specific description of the activities and responsibilities of the internship. A description is typically no more than one-page of typed text. Please refer to the instructions and sample proposal available on-line from the Office of Student Academic Affairs.

**Means of evaluation:** The *faculty sponsor* should describe the materials upon which he or she will assess the internship and assign a grade. Include required or suggested readings, research or paper requirements, and expectations for reflection. Due dates should be explicitly discussed with the student and summarized.

**On-Site Supervisor Statement:** The *on-site supervisor* should submit a signed document confirming the internship. The document should include the following: the start/end dates of the internship; work schedule (days/hours or equivalent, such that the total number of work-hours for the internship can be calculated); and a description of the student's duties and responsibilities. Use official letterhead if available.

Submit all materials to: [osaa@skidmore.edu](mailto:osaa@skidmore.edu)

**UNDER NO CIRCUMSTANCES WILL LATE PROPOSALS BE ACCEPTED**

Skidmore will not retroactively approve credit for experiences undertaken without the formal sponsorship and guidance of a Skidmore faculty member and without a completed internship proposal submitted *before* the commencement of the internship.

*In signing below, we agree to the content description and to the means of evaluation:*

Student signature:	Date:
Faculty sponsor approval:	Date:
Review by Faculty advisor:	Date:
Department Chair/Program Director approval: _____	Date:

***For Office Use Only***

*Reviewed by the Associate Dean of the Faculty or Coordinator for Credit-Bearing Internships*

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date approved)