

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

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 to Leslie Tiedeman in PMH 434 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

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: 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 include your name and date at the top of the sheet. The description should also indicate how the internship will enhance his/her liberal arts education. No vague or poorly written proposals will be accepted. ***Must be typed.*** Can be emailed to Leslie Tiedeman (ltiedema@skidmore.edu).

Means of evaluation: *The faculty sponsor* should describe the materials upon which he or she will assess the completed internship credit and assign a grade. Please include all papers, journals, or other coursework to be completed by the student. Include the faculty name, student name, and date. ***Must be typed.*** Can be emailed to Leslie Tiedeman (ltiedema@skidmore.edu).

On-Site Supervisor Statement: On letterhead preferably, the *on-site supervisor* should submit a signed letter confirming the internship. Please make sure it includes the start/end dates, days and hours interning and details the duties and responsibilities. This can be sent by email to Leslie Tiedeman (ltiedema@skidmore.edu).

UNDER NO CIRCUMSTANCES WILL LATE INTERNSHIP CREDIT 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)