

College of Arts & Sciences Internship Registration

Last Name _____ First Name _____
 Drake ID # _____ Email _____@drake.edu
 Local Address _____ Local Telephone (____) _____
 City _____ State _____ Zip Code _____
 Major _____ Year (Circle) FR SO JR SR
 Department _____ Course Number _____
 Term/Year Fall _____ Spring _____ Summer _____ Credit Hours _____
 Internship Title: _____
 (for your transcript; less than 20 characters)

Is this Internship for:
 Grade ____ Credit/No-Credit ____ Date Internship Starts: ____ Date Internship Completed: ____

Name of Business /Organization where you are completing the Internship:

Address of the Business/Organization: _____

Student's Signature: _____

Internship Supervisor's Signature: _____
 Printed Name _____

Drake Faculty Supervisor's Signature: _____
 Printed Name _____

Drake Department Chair's Signature: _____
 Printed Name _____

- Attach:**
- 1) A list of the Intern's major responsibilities
 - 2) Learning Objectives
 - 3) Academic Requirements (journal, meetings with faculty, paper)
 - 4) Type of Supervision (daily, scheduled conferences, etc.)

***Should you be traveling off campus for this experience, you must submit the [Motor Vehicle and Personal Release Form](https://www.drake.edu/artsci/studentresources/forms/) before you can be registered. This form is found at <https://www.drake.edu/artsci/studentresources/forms/>. Please list **A&S DEANS OFFICE** as the contact on the form.**

General Responsibilities of Student and Internship Supervisor:

- 1) The Student agrees to comply with the policies of the employing organization, to attend all required orientations, in-service, and staff meetings. The student will notify his/her work supervisor if unable to work as scheduled.
- 2) The employer agrees to provide the student with orientation and supervision necessary to carry out responsibilities.
- 3) The internship will not be terminated before the specified date by either the student or the employer until the faculty supervisor has been notified.

Once all signatures are obtained by the student, return to the Arts and Sciences Dean's Office, Rm 268A in the Harmon Fine Arts Center (FAC).

For Office Use:

Department	Course Number	Credit Hours	CRN