INTERNSHIP CONTRACT IN GERMAN

Germanic and Slavic Languages and Literatures

Course #: GERM 493 Three Credit Hours = 100-Hour Minimum Internship

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Section to be completed by Student		
APPLICANT INFORMATION:		
Student Applicant's Name:	PID:	
E-mail: Phone #:		
Date of Application: Credit Hours Sought:		
Major:		
Class: SENIOR □ JUNIOR □ SOPHOMORE □ FIRST YEAR □		
Semester Requested: FALL □ SPRING □ SUMMER I □ SUMMER II □ YEAR		
Current GPA: CUMULATIVE MAJOR		
Section to be completed by Student and Faculty		
INFORMATION ABOUT FACULTY SUPERVISOR:		
Name: E-mail:		
Faculty members are restricted to no more than two st		
 INTERNSHIP PROPOSAL: Please attach a description of the research or project paper on a topic related to the internship. This proposal should be authored by the student, but only after consultation with the faculty supervisor. An Internship Proposal includes: An overview describing the relevance of the internship, A preliminary abstract and bibliography for the research paper, A timetable for completing the work, including plans for keeping in touch with the faculty advisor, and A copy of the internship contract from the sponsoring organization. This contract should specify the number of hours per week and the total number of hours that the internship entails. Students must also submit and receive approval on this GERM 493 Internship Contract. 		
The internship contract from the sponsoring organization should specify the number of hours per week and the total number of hours that the internship entails. For three hours of academic credit, the internship should require, at minimum, eight hours per week for a total of 100 hours for the semester or summer session at the internship site. (Note: if the internship does not require such a contract, an official letter from the internship site supervisor can suffice). By the end of the semester or summer session, the sponsoring organization must provide written certification that the student has worked at least 100 hours.		

Student, Faculty and Administrative signatures		
INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:		
I have read the requirements expected of the instructor, agre	e to undertake these responsibilities, and will abide	
by the Honor Code's responsibilities of faculty.		
Instructor Da	ate	
I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by		
the Honor Code's responsibilities of students.		
Student D	ate	
* INTERNSHIP COORDINATOR:		
This application for Internship has been reviewed. The proposal is		
☐ APPROVED AS IS		
☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)		
□ NOT APPROVED (provide rationale)		
School/Department/Program Independent Study Coordinator	Date	
* If the Internship Coordinator is not the Department/Curriculum Chair, the Director of Undergraduate Studies		
(DUS), or another Faculty Designee of the Chair, then the Chair or the DUS must also approve this contract.		
** CHAIR OR DIRECTOR OF UNDERGRADUATE STUDIES (whichever is applicable):		
This application for Internship has been reviewed. The proposal is		
☐ APPROVED AS IS		
☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)		
☐ NOT APPROVED (provide rationale)		
Chair/Director of Undergraduate Studies/Faculty Designee/SA	AD Date	
** If the Chair is the student's Internship supervisor, this form	must be signed by the Chair's Senior Associate Dean	
(SAD).		
Note: Departments/Curricula must maintain copies of this contract for a minimum of two years.		