

The Sage Colleges

INTERNSHIP REGISTRATION FORM



An internship is defined as a credit-bearing pre-professional work experience in the student's major field of study. The experience should foster the development of applied skills, increase professional competence, link theory and practice and offer opportunities for career exploration. The academic division sponsoring the internship determines evaluation methods and credit awarded. The number of internship hours required is determined by major department sponsoring the internship. To be eligible, students must have successfully completed one semester at Sage, be in good academic standing and have completed an overall total of least 45 college credits.

I. Student Information

Date: _____

Student: _____

Student ID#: _____

Major: _____

Advisor: _____

College: _____ SCA _____ SAW

Credits earned to Date: _____ CUM GPA: _____ Major GPA: _____

II. Internship Course Information

Term: _____

Dept	Catalog#	Course title	Credits
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III. Internship Site

Field Supervisor: _____

Title of Supervisor: _____

Company: _____

Department: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

IV. Description of Internship Responsibilities *(i.e., learning objectives, job duties, special projects, training provided)*

Hours per week: _____ Start Date: _____ End Date: _____

- _____
- _____
- _____
- _____

Description of Internship Responsibilities - con't

- _____
- _____
- _____
- _____

V. Faculty Sponsor/Supervisor's Statement About Method of Evaluation (academic assignments, exams, other formal work, etc)

VI. Required Signatures

◆ Faculty Sponsor/Supervisor: _____ Date: _____

◆ Faculty Advisor: _____ Date: _____

◆ Department Chairperson: _____ Date: _____

VII. Registration

To be officially registered for a Sage Colleges sponsored credit-bearing internship, this form must be complete and signed by all parties. Student is responsible for tuition charges (if applicable). This form must be submitted by the end of the Add/Drop period for the specified term, as outlined on the TSC Academic Calendar.

As an intern, I am regarded as a member of the Sage Colleges community and as such will behave in responsible and professional manner as outlined in the Student Conduct Code of The Sage Colleges Student Handbook.

◆ Student Signature

Date

INTERNSHIP REGISTRATION FORM DUE DATE:

Due by the end of the Add/Drop period for the specified term as outlined on the TSC Academic Calendar.

Please return completed form to:

Student Services Office
Sage College of Albany, 140 New Scotland Avenue, Albany, NY 12208
Phone: 518-292-1781, Fax: 518-292-7701

04/2010