

# Sage College of Albany

## 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 the number of required internship work hours, evaluation methods and credit awarded. 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)

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**VI. Required Signatures**

◆ Faculty Sponsor/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

◆ Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

◆ Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**VII. Registration**

To be officially registered for a Sage College of Albany sponsored credit-bearing internship, this form must be complete and signed by all parties. Student is responsible for tuition charges (if applicable).

As an intern, I am regarded as a member of the Sage College of Albany 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

09/2007