WILLAMETTE UNIVERSITY INTERNSHIP PROGRAM APPLICATION*

*The Internship Program Application is due at the start of the proposed internship and no later than the end of the second week of the proposed internship. No internships will be approved retroactively.

A) PERSONAL INFORMATION

1) Name: _____
2) ID Number: _____
3) Class Standing: _____
4) Anticipated Graduation Date: _____
5) Campus Address: _____
6) Campus Phone: _____
7) E-mail Address: _____
8) Do you currently have declared majors and/or minors? If so, what are they? If not, what fields of study are you possibly interested in pursuing?
   _____

B) REGISTRATION INFORMATION

1) Type of Internship (Enter appropriate subject prefix in the blank preceding the number, e.g. ARTS, CHEM, ENGL, PSYC, etc.):
   ____ 194 Insight Internship (0.5 credit only)
   ____ 195 Insight Internship (0.5 credit only)
   ____ 394 Major Program Internship I
   ____ 395 Major Program Internship II
   ____ 396 Major Program Internship III
   ____ 397 Major Program Internship IV
   ____ 494 Professional Internship

2) Amount of Credit: _____
   (Students may apply only 2 internship credits toward the 31 required for graduation)

3) Credit will be applied to the _____ semester(s) of _____ year(s).
   (Credit can be split between 2 semesters if requested)
4) Course Schedule for _____ semester of _____ year (i.e., semester of internship credit):

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(Please fill out as completely as possible with correct information)

If the internship credit is spread over two semesters, please fill out the proposed class schedule for the second semester.

Course Schedule for _____ semester of _____ year (i.e., second semester of internship credit):

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(Please fill out as completely as possible with correct information)

5) Internship Site: _____
(Please provide name of organization, full mailing address, phone number, and web address, if available)

6) Dates at Internship Site: from _____ to _____

7) Number of Hours per Week at Internship Site: _____

8) Date of Completion for this Internship Program: _____

C) RATIONALE AND EVALUATIVE PROCEDURES FOR PROPOSED INTERNSHIP

1) Attach 1-2 pages describing the proposed internship and the specific activities that will be required for satisfactory completion of the internship. In this statement, please explain the skills and background that you possess relative to the proposed internship, why the
proposed internship relates to your interests, your major, or other coursework, and how the proposed internship meets your goals. Be specific.

2) Attach an additional short paragraph explaining the procedures and criteria (e.g., journals, papers, presentations, etc.) by which the proposed internship will be evaluated. Be specific and include information about who will be evaluating your work.

D) AUTHORIZATIONS

Approved for the _____ Department by: __________________ Date: _____________

(name)

Name: ______________________ Title: ______________________

Phone: ______________________ E-mail: ______________________

On-Campus Supervisor: ______________________ Date: ____________

(name)

Name: ______________________ Title: ______________________

Phone: ______________________ E-mail: ______________________

Off-Campus Supervisor: ______________________ Date: ____________

(name)

Name: ______________________ Title: ______________________

Phone: ______________________ E-mail: ______________________

Applicant: ______________________ Date: ____________

(name)

Return the completed application form to the College of Liberal Arts Dean’s Office in Smullin 108. The form is due at the start of the proposed internship and no later than the end of the second week of the proposed internship. No internships will be approved retroactively.

Associate Dean: ______________________ Date: ____________

(name)