

# INTERNSHIP REGISTRATION FORM

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Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone Number \_\_\_\_\_ DU Email \_\_\_\_\_

Internship Course Number \_\_\_\_\_ # of hours \_\_\_\_\_ CRN # \_\_\_\_\_

Name of Internship Faculty Advisor \_\_\_\_\_ Quarter \_\_\_\_\_ Year \_\_\_\_\_

Name of Internship Project \_\_\_\_\_

Name of Work Site Mentor \_\_\_\_\_

Note: Some departments may require additional administrative paperwork to be completed prior to submitting the Internship Registration Form. Check with your respective department for details.

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## Internship Requirements:

To be eligible for an internship a student must have a minimum 3.0 cumulative grade point average (graduate)/ 2.5 (undergraduate), and obtain approval from the program director/chair. Internship credit will not be granted for (1) topics and projects that duplicate course material, (2) internships undertaken in a quarter other than the one in which you register for the internship, or (3) for work undertaken prior to the internship approval date. University policy states that a maximum of 10 quarter hours of credit in independent study and/or internship are allowed toward degree requirements. However, individual departments may have further restrictions on the number of internship hours that can be applied toward degree requirements.

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## To be Certified by The Office of Undergraduate Programs (Margery Reed Hall):

Date \_\_\_\_\_

Cumulative Grade Point Average \_\_\_\_\_

Internship/Independent Study Hours Earned to date \_\_\_\_\_

Comments \_\_\_\_\_

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## Signatures (obtained in this order):

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Internship Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_