Post UNIVERSITY

EST.1890

Post Makes It Personal

INTERNATIONAL STUDENT INTERNSHIP ELIGIBILITY FORM

Revised 08-02-2017

Students:

1. **First step: You must contact the Program Chair in your Major to confirm your eligibility for an Internship.**

2. **Next step: You must complete this Form before Registering for this Course.**
   Note: Academic credit for an internship will not be awarded until the student completes the following: A) This form with all the necessary signatures obtained. B) Registers for the course. C) Participates in the classroom component of this course. D) Participates in the academic requirements as indicated such as: classroom participation, discussion board participation, and gradable assignments.

If you have any questions, please contact the Career Services office at: 203-596-4504 or email: careerdev@post.edu

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Student completes the following:

1. Name (print):_____State of Residence:_____

2. Major: _____; Minor:_____; Concentration:_____

3. Course Number & Section _____.____ Course Title _____

4. Semester/Mod/Year Internship will be taken: _____Credit Hours: _____

5. Course Instructor: _____ Student ID#: _____

6. Number of required hours required on site:_____

7. Site Name, Address, State:

   _____

8. Intern Responsibilities:

   _____

   _____

9. Site Supervisor Name & Email:

   _____

10. Site Phone: _____

11. The required prerequisite(s) for this Course are: _____

12. Student initials and dates all of the following:

a) Student affirms that he/she has completed all Prerequisites for this Course:_____

b) Student affirms that his/her GPA meets or exceeds 2.5: _____

c) Student affirms that this Course is part of his/her Major_____; Minor_____; Concentration:__

d) Student affirms that this Course does not exceed the 6 credit limit policy for Internships: _____

e) Student affirms that he/she has received and read the Course Syllabus obtained from Instructor or Program Chair: _____

13. Student Signature: _____

14. Student Email PRINT: _____Phone:_____

15. Student goes to Program Chair

Program Chair:

16. Program Chair confirms all of the above, #1 - #12 (sign and date): _____

17. Program Chair Returns Form to Student

Final steps by student:

Student goes to:

1. *Academic Advisor*

   (sign)_____

   Date

2. *Career Services* (sign)

   _____

   Date

3. *International Student Services (sign)*

   _____

   Date

4. *Office of Student Finance* (sign)

   _____

   Date

6. Registrar_____

   Date

END OF FORM