



OFFICE OF THE REGISTRAR

Internship Application for Stern College & Yeshiva College

Students may apply to earn credits for certain internships. To qualify for credit, an internship must include academic components such as research, reading, writing, etc. See catalog for more information.

1. Please file this form before the last day to add a course at the beginning of the semester.
2. Attach the offer letter and a description of the proposed internship responsibilities to this form.
3. The internship must be approved by a department faculty member and a Dean before the internship begins.
4. Interns may receive one (1) credit for each 100 hours of employment in an approved, registered internship, with a maximum of 3 internship credits during their college career. Credits may be applied to the major with the approval of the Department Chair. Credits are counted to the student's course workload.
5. Interns receive a grade of 'P' or 'N'. To receive a grade, the intern must submit the following to the department faculty member as well as a Dean at the completion of the internship:
 - a. A log of internship hours.
 - b. A paper that describes the intern's duties and evaluates the internship as a pre-professional learning experience. To fulfill this requirement, the intern should keep a journal of assigned tasks.
 - c. A supervisor's evaluation of the intern's performance on the organization's letterhead.
 - d. At the conclusion of the internship, submit the required items by the last day of the semester which can be found on the Academic Calendar:
<https://www.yu.edu/registrar/ug-calendar>
6. Applicable fees can be found at <https://www.yu.edu/osf/tuition-fees/undergraduate>.

I. To be filled out by the student

Name: _____ YU ID #: _____
LAST FIRST STARTS WITH # 800 or 999

Phone: _____ YU Email: _____

Current Class: ☐ FR ☐ SO ☐ JR ☐ SR School: ☐ SCW ☐ YC Major(s): _____

Faculty Sponsor: _____ Faculty sponsor's email: _____

Student submits form to the faculty sponsor.

II. To be filled out by the faculty sponsor

You have been approved for an internship at: _____

Internship will take place in: ☐ Fall ☐ Spring ☐ Summer 20____ Department: _____

This internship: ☐ may ☐ may not replace a course in the major or minor Credits: _____

Department faculty's signature _____ Date _____

Student submits form to the Dean.

III. To be filled out by the office of the Dean

Comments _____

Dean's signature _____ Date _____

Dean submits form to the Registrar.

☐ Student is registered for the course indicated above: CRN _____ Dept. _____ Course # _____ Credits _____

Processed by: _____ Date _____

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