



# Yeshiva University

## OFFICE OF THE REGISTRAR • BEREN & WILF CAMPUS

Beren:	215 Lexington Avenue, 6 <sup>th</sup> Floor	New York, New York 10016	Phone 646 592 4180	Fax 212 340 7837	E-mail berenregistrar@yu.edu
Wilf:	500 West 185 <sup>th</sup> Street, Rm 114	New York, New York 10033	Phone 646 592 6270	Fax 212 960 0004	E-mail wilfregistrar@yu.edu

### Internship Application

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.

1. This form must be filed at the start of the semester, or summer, in which the student plans to do the work. The internship must be approved by a department faculty member and an academic advisor before the internship begins.
2. Attach a description of the proposed internship responsibilities to this form.
3. Meet with the Department and then with an Academic Advisor for internship approval.
4. For SCW students, interns may receive one (1) credit for each 100 hours of employment in an approved, registered internship, with a maximum of 3 internship credits which may be applied to the major with faculty approval. For YC students, normally internships are awarded only one (1) credit, and only one internship may be credited toward a student's degree. At YC, internship credit does not count toward the major or minor. YC prospective interns must normally be a junior or senior, earned a minimum GPA of 2.0 and have taken (and successfully completed with a grade of 'C' or better) at least one course in the academic subject in which he will receive internship credit.
5. Interns receive a grade of 'P' or 'N'. To receive a grade, the intern must submit the following to the department faculty as well as to the Academic Advisor 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.
6. At the conclusion of the internship, submit the above by the following dates:
  - For a Fall internship: January 5<sup>th</sup>
  - For a Spring internship: May 15<sup>th</sup>
  - For a Summer internship: the close of the first week of the Fall semester.
7. A \$200 nonrefundable fee is required to earn credit through a summer internship.

#### I. TO BE FILLED OUT BY THE STUDENT

Student's name: \_\_\_\_\_ YU ID #: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 (If Dormitory, Building & Room) \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Current class:  FR  SO  JR  SR School:  SCW  YC  SSSB Major(s): \_\_\_\_\_  
 Faculty sponsor: \_\_\_\_\_ Faculty sponsor's email: \_\_\_\_\_

*Student submits form to the faculty.*

#### II. TO BE FILLED OUT BY THE FACULTY

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 recommended: \_\_\_\_\_  
 Department faculty's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Student submits form to an academic advisor.*

#### III. TO BE FILLED OUT BY THE ACADEMIC ADVISOR

Comments: \_\_\_\_\_  
 Academic advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Academic advisor submits form to the Registrar.*

#### IV. OFFICE OF THE REGISTRAR

Student is registered for the course indicated above: CRN \_\_\_\_\_ Dept. \_\_\_\_\_ Course # \_\_\_\_\_ Credits \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Registrar sends student confirmation of this form.*