

STATE UNIVERSITY OF NEW YORK COLLEGE AT ONEONTA  
College Undergraduate Internship Application

Students should apply for an internship during the term preceding the internship. Students should be able to meet eligibility criteria at the start of the term in which the internship will be served. Approval from the academic department chair and Dean is required for all internships. Retroactive approval will not be granted. Please type this document.

Term:            Fall 20            Winter 20            Spring 20            Summer 20

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

Address: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Campus E-Mail: \_\_\_\_\_ Alternative E-Mail: \_\_\_\_\_

Course SUBJ and Number (e.g., MCOM 397): \_\_\_\_\_ Title of Internship: \_\_\_\_\_

Paid                      Unpaid

Terms & Conditions

1. The College cannot guarantee that every student who applies will be approved for an internship
2. Internships may be denied for a number of reasons including but not limited to location, sponsors related to the student, or experiences lacking sufficient academic content.
3. Internship issues of stipend and expense reimbursement may vary by internship site.
4. Faculty members, the student's immediate family, or employees of the student's immediate family may not serve as on-site internship supervisors.
5. The academic department chair will determine the suitability of an internship site or student for an internship experience.
6. Departments may append additional requirements to this form.
7. Interns in health-related fields may be billed for Clinical Affiliation Liability Insurance (currently \$50, subject to change).
8. Students enrolled in an approved SUNY Oneonta internship are liable for Oneonta tuition and fees.
9. A maximum of 16 credits, including student teaching credits, may be applied toward the undergraduate degree.
10. Credit is granted for successful completion of course requirements, fulfillment of course learning outcomes and a minimum of 40 hours of internship activity per credit.
11. Eligible students may register for a maximum of 15 credits of internship during the fall or spring terms; a maximum of 12 credits during the summer and a maximum of 4 credits may be earned during the winter term.
12. The SUNY Oneonta Internship Learning Agreement must be submitted for approval to the academic department concurrently with this Internship Registration form.

Internship Credit Information (Please use Degree Works to obtain information.)

Total credits earned for previous approved internship(s): \_\_\_\_\_

Total credits for new, proposed internship: \_\_\_\_\_

Total number of hours to serve for proposed internship (40 hours equals one credit): \_\_\_\_\_

Total credits enrolled during term when internship will be served, including internship credit: \_\_\_\_\_

Minimum student eligibility requirements: Please indicate completion with (✓).

56 s.h. completed \_\_\_\_\_

12 s.h. completed at Oneonta \_\_\_\_\_

2.00 overall grade point average \_\_\_\_\_

2.00 overall gradepoint in major \_\_\_\_\_

Felony Convictions:

Have you ever been convicted of a felony?            Yes            No

If yes, additional forms will be sent to you. This information may be considered when reviewing your application, but does not automatically eliminate you from participation.

Starting and Ending Dates of Internship: Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ (Must fall within the term.)

Expected date of graduation \_\_\_\_\_

*Distribution: Career Development Student, Faculty Sponsor, Site Host, Department Chair, and Dean*

## State University of New York College at Oneonta Internship Learning Agreement

Internships at SUNY Oneonta include academic components enriched by learning opportunities outside the standard classroom setting. Student demonstration of acquired knowledge and skills is assessed by qualified faculty. For the organization that serves as the setting for the internship experience, internships offer an opportunity to contribute directly to the educational and developmental growth of participating students. This is a fillable PDF. Type all information.

### A. Contact information for all parties:

Student:

Student Name:	
Major:	Course title and number:
Primary Contact Phone:	SUNY Oneonta E-mail:  Alternate E-mail:

Internship Faculty Sponsor:

Faculty Internship Sponsor name and email:	
Department/Program:	
Department Chair name and email:	
Dean name and email:	

Internship Site :

Internship site representative or supervisor (Name, job title):		
Business/Organization Name:		
Dept. or Office:	Internship Type:	Virtual      In-Person
Address:		
E-mail:	Telephone:	

Internship Start Date \_\_\_\_\_ End Date \_\_\_\_\_ **Term**↑ Fall↑ Winter↑ Spring↑ Summer **Year** \_\_\_\_\_

**UNPAID** \_\_\_\_\_ **PAID** \_\_\_\_\_ please indicate: hourly wage \$\_\_\_\_.\_\_\_\_ or stipend\* amount \_\_\_\_\_ per/\_\_\_\_\_

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## B. Academic Component Description

**Learning Outcomes as listed in the Internship Course syllabus (Attach syllabus if provided.)**

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	

**Specific Site Internship Duties proposed by the student and the site supervisor and approved by the Faculty Internship Sponsor to meet course Learning Outcomes. 4 - 6 specific site duties are recommended.** The faculty member designated to approve internships in the department from which one is seeking credit is the only person who can give initial approval of an internship for academic credit. Requests for increasing or decreasing internship credits must be approved by the appropriate academic department chair.

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	

Methods of Faculty Evaluation of student work: Please see course syllabus.

Grading: ☐ Pass/Fail ☐ Letter Grade ☐ Other (Please specify)

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