

# J 604 Internship Tracking Form

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## Instructions:

1. Take this form to the SOJC faculty member who has agreed to serve as the instructor for your credit (typically your advisor). Your faculty advisor will review specific requirements with you. These may include (but aren't limited to):
  - submission of details about the internship (ex. position description, number of hours)
  - any completion requirements (ex. self-evaluation, employer evaluation, submission of portfolio materials)
2. Fill out the form. You and your faculty advisor must decide on the number of credits you will be earning. Thirty hours of work usually equals 1 credit hour. Be sure your faculty advisor signs the form.
3. Make a copy of the form for your records. Some employers may want a copy as well.
4. Return the form to the Graduate Programs Office in 214A Allen Hall (or the Grad Programs mailbox in 219).
5. After you turn in the form, you will receive an email providing instructions on how to register. Be sure you do this before the registration deadline.

## Student Information:

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

Email address \_\_\_\_\_ Phone Number \_\_\_\_\_

## Internship Information:

Internship Company Name and Location \_\_\_\_\_

Position Title \_\_\_\_\_ Start/End Dates \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Term \_\_\_\_\_ CRN \_\_\_\_\_ Number of Credits 1 2 3 4 5 6

Faculty Supervisor \_\_\_\_\_ Faculty e-mail \_\_\_\_\_

## Requirements for completion:

Student evaluation  Other: \_\_\_\_\_

Employer evaluation  Other: \_\_\_\_\_

Letter of recommendation from employer  Other: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_