

Stockton University Internship Form Instructions

General Information

All off-campus Internships require the following documentation:

- A Stockton University Internship Form completed three weeks prior to the start of the semester.
- A fully-executed (double-signed) Affiliation Agreement form between the Affiliate/Contractor and Stockton University.

Please note: the Stockton University Internship Form will not be approved until the Affiliation Agreement has been processed and finalized. This process usually takes approximately 3-4 weeks, so please plan accordingly. Affiliation Agreements will be managed and processed through the School Office.

Certain internships, such as those with AtlantiCare, or government sites, may require additional documentation, including (but not limited to): a student site agreement, criminal background check, and/or 11 Panel Urinalysis Drug Screen.

Directions

1. Student contacts faculty member to initiate Internship Project paperwork.
2. Faculty sponsor and student complete Stockton University Internship form.
3. Student brings completed Internship form to the School Office of the sponsoring faculty member.
 - a. A designated School staff member reviews the Internship form for accuracy.
 - b. The staff member requests the student's contact information and advises the student that the School Office will contact them when the Affiliation Agreement form has been executed between the Affiliate/Contractor, and the Internship form has been approved.
 - c. The School staff member works with the Office of Staff Counsel to process the Affiliation Agreement forms with the Affiliate/Contractor.
 - d. Upon completion of an executed Affiliation Agreement, the Internship form is reviewed and approved or disapproved by the Assistant Dean.
4. The student is notified by the School Office to pick up the form and take it to the Bursar's Office for account clearance, and then to the Registrar's Office for processing.

Important Notes

- 'G' course Internships require the faculty member's home School Assistant Dean's approval, for workload, and then GENS approval for the 'G' course.
 - GENS approval is also required for any W, Q or other attribute designations.
- If a faculty member is sponsoring a course outside of their primary program, the home School Assistant Dean, and the Assistant Dean in the School where the course acronym is housed must approve the Internship form.
- Approvals for Graduate Internships also require the Program Director's signature in addition to the Assistant Dean.
- Any Internship Forms processed during the Drop/Add Period, Sub-term, or late registrations **must** be stamped by the Bursar's Office prior to processing by the Registrar's Office.

Stockton University - Internship Form

Term and Year	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer Session IV	20	
Academic Information <i>(to be completed by faculty)</i>	Credit Hours		Avg. Weekly Contact Hours		
	Course Acronym				
Level of Project	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Graduate

Student Name (last, first)	Z number	
Phone	Stockton Email	

Faculty Name (last, first)	Z number	
Office Phone	Stockton Email	

<p style="text-align: center;">To be completed by School Dean</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Acronym</td><td></td></tr> <tr><td>Number</td><td></td></tr> <tr><td>ECH</td><td></td></tr> </table>	Acronym		Number		ECH		<p><input type="checkbox"/> This is a W course^</p> <p><input type="checkbox"/> This is a Q course^</p> <p><input type="checkbox"/> Other:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">GENS Dean Signature</p>	<p style="text-align: center;">To be completed by Student Records</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CRN #</td><td></td></tr> </table>	CRN #	
Acronym										
Number										
ECH										
CRN #										

Project Title	
Project Description and Requirements *	
ELOs Covered	<input type="checkbox"/> Adapting to Change <input type="checkbox"/> Ethical Reasoning <input type="checkbox"/> Program Competence <input type="checkbox"/> Communication Skills <input type="checkbox"/> Global Awareness <input type="checkbox"/> Quantitative Reasoning <input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Information Literacy & Research Skills <input type="checkbox"/> Teamwork & Collaboration <input type="checkbox"/> Critical Thinking
ELO Description	
Materials, Readings, and Assignments	
Evaluation: Methods and Schedules	

Site Title	
Site Website	
Site Address	
Site Supervisor's Name	
Site Supervisor's Phone Number	
Site Supervisor's Fax Number	
Site Supervisor's Email Address	
Compensation:	<input type="checkbox"/> This is a paid internship at the rate of \$ _____ per hour <input type="checkbox"/> This is a stipend internship of \$ _____ <input type="checkbox"/> This is a non-paid internship/volunteer position

Project Sponsored By:	_____	Date
	Faculty Signature	
Project Submitted By:	_____	Date
	Student Signature	
Graduate Program Director: (for GRAD programs only)	_____	Date
	Graduate Program Director Signature (if applicable)	
If General Studies:	_____	Date
	Dean (GENS) Signature (if applicable)	
Project Approved By:	_____	Date
	Dean (Faculty School) Signature	

^ Insert a 1 or 2 only in the box; * **Course syllabus** may be attached if desired, provided all requested information is included