

Charlton Course Credit Internship Criteria

Instructions: For your internship to be considered for course credit, email the completed form to your CCB Internship Coordinator. Status of your request will be emailed to your email address.

Applicant Information

Name

Student ID number

Email address

Number of credits you have earned (must be at least 60 credits)

Overall GPA (must be at least 2.5 GPA to complete an internship for credit)

Major

Organization Information

Organization name

Company website address

Location of the internship (street address)

Position Overview

Hours of work (i.e. 9 to 5, MWF)

Days

Hours

Estimated total hours during the semester (must be at least 135)

Start date

End date

Name and contact information of primary supervisor

Name

email address

Phone/text number

Primary duties and responsibilities (list 3 -4)

Organization purpose/product description (In 1-2 paragraphs (150 – 300 words) describe the purpose/product of organization.)

What you expect to learn from this internship experience? (list 4 or 5 professional learning objectives)