APPLICATION FOR
SUMMER INTERNSHIPS

Individual Enrollment Policies

- Lecture courses cannot be scheduled as individual enrollment courses.
- Deadlines for Individual Enrollment Forms are noted on the Academic Calendar. This is the only individual enrollment form accepted by the Office of the Registrar for Summer internships.
- This form may not be submitted by the student or faxed to the Office of the Registrar.

Checklist for Student

_____ Check with academic department for specific rules regarding Individual Enrollment (e.g. eligibility, repeatability).
_____ Identify a faculty supervisor and meet to set expectations and learning goals, preferably one semester in advance.
_____ Faculty Supervisor Name:

Project Title: ____________________________________________________________

Student’s Name: _____________________________ Student’s ID Number:________________________

Course ID Number: _____________________________ Credit Hours: ______ Year: ______

(HTMT) (444) (01)

Internship Start Date: ________________ End Date: ________________

Student Signature: _____________________________ Date: ________________

Checklist for Faculty Supervisor

_____ In consultation with student, establish learning goals and outcomes for the course and produce a detailed description and/or syllabus. Include the course schedule, a detailed description of course assignments and due dates, the grading policy, and the basis for determining a final course grade. (Additional syllabus guidelines may be found in Policy 7.6.10)

_____ Provide the student with a copy of the course description/syllabus, attach a copy to this form, and sign below.

_____ Submit to the Department Chair for review and signature. The Dean of Summer Sessions’ signature is required before the Registrar’s Office can process this form.

Faculty Supervisor Signature: _____________________________ Date: ________________

Checklist for Academic Department

I approve this individual enrollment and confirm that the following items are on file within my department.

✓ Course description and/or syllabus with grading rubric/policy.
✓ Course schedule including detailed description of course assignments and due dates.
✓ Learning outcomes and goals for the course.

Chair or Dean Signature: _____________________________ Date: ________________

Director of Summer Sessions Approval Signature

Director of Summer Sessions Signature: _____________________________ Date: ________________

RO Use Only: Initial ________ CRN_______ Date________