The purpose of Internship is to provide academic credit for volunteer experiences in laboratory, clinical or field settings. Experiences must not be paid. See "Information for students seeking internship credit" handout. A maximum of six internship credit hours may be used to count towards the minimum number of 30 credit hours needed for the major. Students applying for an internship must hold junior or senior status and have completed at least two upper division major core courses. This application must be approved by the Undergraduate Coordinator before a student may register for the course.

NAME:______________________________ STUDENT ID #__________________________

CU EMAIL ADDRESS:_________________________________________________________

CURRENT PHONE:___________________________________________________________

DATE:______________ TERM WORK TO BE UNDERTAKEN: fall / spring / summer

CLASS IN SCHOOL? junior/senior  MAJOR:__________ NO. OF CREDITS REQUESTED:________

LIST 2 UPPER DIVISION IPHY COURSES: _______________________________________

STUDENT SIGNATURE: __________________________________ STUDY DUE DATE: __________

Please complete the following information. Attach additional pages as needed.

1. Reasons you wish to complete an internship?

2. Where do you intend to complete the internship? (Include a letter of confirmation from your supervisor.)

3. How will the internship complement your studies in Integrative Physiology?

4. What will your duties be, observation, etc.?

5. Name of contact person/supervisor.
NOTES:
- At the completion of your internship, a letter of recommendation should be provided from your internship experience supervisor.

- Upon completion of the internship, a full report/journal must be handed in. This report should include a daily record of what you did/observed, a description of what you learned, and how the internship supplemented your studies in Integrative Physiology. Specific details of the assignment should be discussed and agreed upon with your faculty supervisor before the internship commences.

- 45 hours of internship experience is required for one semester credit hour.

- You are expected to make frequent contact/reports with your faculty supervisor during the course of the internship.

- Students may not sign up retroactively for an internship completed or undertaken at an earlier time.

- A 2.0 GPA overall is required for an internship.

- Students will be charged regular tuition for internships.

TO THE SUPERVISING FACULTY INSTRUCTOR OF RECORD, PLEASE SIGN BELOW:

I approve this internship and will take full responsibility for this student in the course, including the assignment of a grade upon satisfactory completion of all required work.

Faculty Sponsor: ____________________________

Printed ____________________________

Signed ____________________________

Date ____________________________

Undergraduate Coordinator: ____________________________

Printed ____________________________

Signed ____________________________

Date ____________________________

Entered:

Date ______________

Section #____________

Copy to Instructor_____

Staff Initials__________

Updated 2013 Nov20
UNIVERSITY OF COLORADO
DEPARTMENT OF INTEGRATIVE PHYSIOLOGY

INFORMATION FOR FACULTY SPONSORS AND STUDENTS SEEKING
INTERNSHIP CREDIT

INTERNSHIP (1-6 CREDITS, UP TO 6 HOURS MAY BE USED TOWARD THE
MINIMUM OF 30 CREDIT HOURS REQUIRED FOR THE DEGREE.)

1. The student needs to find a faculty member willing to act as sponsor for the course.

2. The student MUST have junior or senior status, have completed at least 2 of the upper
division major core courses, and have an overall GPA of 2.0.

3. Credit will not be given for work completed at some earlier time, e.g. during the
previous summer.

4. The site/position of the internship needs to be carefully chosen to assure it will
provide a relevant and quality experience for the student. A letter from the site
supervisor confirming the student’s acceptance as an intern is required.

5. At least one on-site visit must be made by the faculty advisor during the internship.

6. For each hour of credit taken, there must be at least 45 hours of work in the internship
setting.

7. A written report is required from the intern. The report should include details of the
experiences, observation, etc., obtained and a record of days and times involved. In
addition, the report should include such items as: a careful analysis of the experience
and how it related to the student’s major course work and career goals.

8. In some cases, an Internship Agreement may need to be completed by the
participating institution.

9. A supporting letter of reference should be requested from the on-site internship
supervisor/employer at the completion of the internship.

10. Students may also register through Career Services (C4C N352.) A fee may be
required in addition to the Dean’s approval. Counseling is available and they will
help with developing an Internship.

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