

## ACADEMIC INTERNSHIPS FOR CREDIT PROCESS

1. Any student wishing to complete an academic internship should fill out the forms listed below and return them to the Calling and Career Center. These forms are available in the Policies and Procedures Manual or at <http://interns.georgetowncollege.edu/interns/index.htm>.
  - a. Internship Application (should include a resume and letter of interest)
  - b. Statement of Responsibility and Authorization release, and indemnification agreement.
  - c. Health Insurance Attachment

In addition to these forms the internship site, site supervisor and supervisor contact information must be provided to the Calling and Career Center. If the information is not available at the time of application it must be provided by the first day of the internship.

### **Priority dates for applications:**

**Spring Semester – October 1; Summer Semester – March 1; Fall Semester – May 1**

2. To complete registration each student must fill out an approval form that is available in the Registrar's office. Registration must be in the semester in which the internship will take place.
3. At the end of the semester, the faculty member will submit the Record Form – Academic Internships to the Provost's Office, as stipulated in the Internship Guidelines.

**Inquiries for Non Academic Internship should be directed to the Calling and Career Center. Information available at**

**<http://interns.georgetowncollege.edu/interns/index.htm>**