

ACADEMIC INTERNSHIP OVERSIGHT FORM
(not required of Belize Interns or Australia Student Teachers)

STUDENT DETAILS

Name: _____

Email: _____

Home Campus: _____

Study Abroad Program or Independent International Internship Provider:

INTERNSHIP DETAILS

Internship Placement Site: _____

Number of Hours per week anticipated at internship site, confirmed by internship coordinator: _____

Total number of hours anticipated at internship site: _____ Total # of credits anticipated _____

(Divide total number of anticipated hours by 40 to see the total number of anticipated credits for this internship.)

I understand that I must complete 40 hours of internship work per 1 academic credit and that the number of credits identified above is the number of internships credits I will be charged for (Winter and Summer programs only). I am unable to change the number of internship credits I am seeking after departing for my placement.

Student Signature _____ Date: _____

Faculty Signature (if applicable – option b or c, below) _____ Date: _____

INTERNSHIP ACADEMIC OVERSIGHT DETAILS

Please choose from one of the following options:

The academic work associated with this internship will be assigned and overseen by:

- a) _____ The International Programs Office, via their online International Internship course
- b) _____ A faculty member in my home department
- c) _____ A faculty member at my home institution (for non-Cortland students)

For options b & c:

Faculty providing academic oversight for international internships assign students work that challenges them to think more deeply and/or critically about their professional experience abroad. All students are required to keep a timesheet (provided by the International Program Office) to be signed by their on-site supervisor affirming the number of hours they completed at their internship site. Per SUNY Cortland policy, students will receive one academic credit per 40 hours of work. Additionally, the on-site internship supervisor is required to complete an end-of-internship evaluation form (provided by the International Programs Office). Faculty should collect the timesheet and evaluation form directly from the on-site supervisor (contact information for whom should be supplied by the student) and should submit the documents via email to julie.ficarra@cortland.edu along with the grade being assigned to the student for their internship upon completion of their internship.

Summary of duties:

FOR ON-SITE SUPERVISOR

I attest that this timesheet is an accurate record of the time this intern spent interning at my organization.

On-site Supervisor Name: _____

On-Site Supervisor Title: _____

On-Site Supervisor Email: _____

On-site Supervisor Signature: _____