

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

STUDENT DETAILS

Name: _____

Email: _____

Home Campus: _____

Study Abroad Program or Independent Internship Provider:

INTERNSHIP DETAILS

Internships Placement Site: _____

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

Total number of hours anticipated at internship site = _____ / 40 = Total # of credits anticipated _____

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 time sheet (provided by the International Program Office) to be signed by their on-site supervisor affirming the number of hours they completed at their internships site. 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 studyabroad@cortland.edu along with the grade being assigned to the student for their internship upon completion of their internship.

Faculty Member Name: _____

Email Address: _____

Faculty Signature: _____ Date: _____

