

GUILFORD COLLEGE
Career & Community Learning Center
Instructions for Completing Internship Proposal
Registration Form

The credit you are receiving is not for working *per se*, but for utilizing the alternative learning environment. This registration form serves as a learning contract that you should complete after securing your site and meeting with your faculty sponsor.

The Top Half of the Proposal:

This section provides basic information about you and your site, make sure that **everything** is properly filled in before you bring it to the internship office.

- Fill in the **prefix** for the **department** granting credit. Your Faculty Sponsor must be a member of that department.
- Please make sure that you fill in the **Proposed Internship Title** and the **17-character abbreviated description** as those are used on your transcript.
- For **every credit** you receive, you must complete **36 hours** at your internship site.

The Internship Plan:

You must develop your Internship Plan in consultation with your Site Supervisor and your Faculty Sponsor.

- The plan should include the following: a general description of the project, your learning objectives, a description of check-points and your evaluation agreement.
- Specify whether credit is in your major, in your concentration or an elective. For clarification see the Internship Proposal.

Signatures:

After you have completed the learning contract, you will need to obtain the following signatures:

1. **Faculty Adviser**
2. **Faculty Sponsor**
3. **Site Supervisor**
4. **Internship Coordinator/IFP Vocational Counselor.** Come to the Internship Office *last* so that your proposal can be reviewed before it is turned into the registrar's office and copies can be made for distribution to everyone involved.

Register:

You must submit a copy of your proposal to the registrar within two weeks of the last day to add classes. Check with the Registrar's Office (316-2121) or the Academic Dean's Office (316-2181) for deadlines to register for credit.