



OFFICE OF THE REGISTRAR BEREN & WILF CAMPUS

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Wilf: 500 West 185th Street, Rm 114 New York, New York 100 Phone 212 960 527 Fax 212 960 000 E-mail wilfregistrar@yu.edu

Internship Application

Students may apply to earn credits for certain internships. To qualify for credit, an internship must include academic activities such as research, reading, writing, etc.

- 1. This form must be filed at the start of the semester in which the student plans to do the work. The internship must be approved by a department faculty member and an academic advisor before the internship begins.
2. Attach a description of the proposed internship responsibilities to this form.
3. Meet with the Department and then with an Academic Advisor for internship approval.
4. For SCW students, interns may receive one (1) credit for each 100 hours of employment in an approved, relevant internship, with a maximum of 3 internship credits which may be applied toward a student's major. For YC students, normally internships are awarded only one (1) credit, and only one internship may be credited toward a student's major. For YC, internship credit does not count toward the major or prospective majors. Interns must normally be a junior or senior, have earned a minimum GPA of 2.0 and have taken (and successfully completed with a grade of C or better) at least one course in the academic subject in which he will receive internship credit.
5. Interns receive a grade of P or N. To receive a grade, the intern must submit the following to the department faculty member as to the Academic Advisor at the completion of the internship:

Mailing address: _____ YU ID #: _____
(If Dormitory, Building & Room) _____
Phone: _____ Email: _____
Current class: FR SO JR SR School: SCW YC SSSB Major(s): _____
Faculty sponsor _____ Faculty sponsor's email: _____

Student submits form to faculty

II. TO BE FILLED OUT BY THE FACULTY

You have been approved for an internship at _____
Internship will take place in Fall Spring Summer 20____ Department: _____
This internship may / may not replace a course in the major/minor Credits recommended _____
Department faculty's signature _____ Date: _____

Student submits form to an academic advisor