

Internship Approval Form for Grad and Undergrad

Complete this form to receive approval for a **credit-bearing class** related to experiential learning. An internship class **should not be a continuation** of a job, co-op, or internship for credit and can only be registered for once.

I. Student Applicant Information

Name _____ Student ID _____

Email _____ Phone No. _____

Program of Study _____ Term _____

II. Career-related Experience Information

Internship Location (check one):

☐ In-person ☐ Remote

Name of Company/Organization _____

Name of Supervisor _____ Phone No. _____

Start Date _____ End Date _____ Hours Per Week _____

(10 - 15 hours, not to exceed 20 hours.)

III. Approval Process (For Program Directors to Complete)

Student emails their Program Director this form with sections I and II completed for approval and attaches their offer letter. Offer letters must state: company name and address; student name and job title, hours per week, and position start and end date (dates should align with RIT semesters).

For the program director approving this internship, it will be used for (check one):

☐ Open Elective

Internship credit = **3 credits**

☐ Course Substitution

An approved "Course Substitution" form must also be submitted.

Class Number: _____

Internship Credits:

Internship credit must **match** the course substitution choice.

Undergraduate/Graduate Program Director Signature

Date

IV. Registration Process

1. Program Directors email approval form to artdesign.advising@rit.edu and CC the student.
2. The student reports their internship for credit to the **Office of Career Services and Co-op Form**: www.rit.edu/reportexperience
3. CAD Student Services will register you in SIS.