

Internship Registration Packet: Coordinated Internship Course Request and Authorization

Students must make an appointment with their Faculty Advisor or contact their academic department to review internship requirements and complete the Course Request and Authorization Form, which shall be reviewed by the Academic Department for approval of eligibility to enroll in a Coordinated Internship Course for credit.

Purpose: Authorization of course details and course instructor is required for registration in a Coordinated Internship course.

Submit to: Academic Discipline or Coordinator of Curriculum Initiatives

Instructions: Type or write clearly. Retain a copy for your records.

Student Contact Information:

Name: _____ Student ID #: _____

Address: _____

Home/Cell Phone: _____

NOVA Email Address: _____@email.vccs.edu

Academic Information:

Degree Program: _____

Cumulative GPA: _____ Number of Previous Internship Credits Earned: _____

NOVA Campus: Alexandria Annandale Loudoun Manassas MEC Woodbridge NOVA Online

Academic Program Name: _____

Internship Details:

Semester Internship will be completed: Fall 20__ Spring 20__ Summer 20__

Internship Start Date: _____ End Date: _____

Anticipated Hours per week: _____

Number of credits requested for this internship (check one): 1 2 3 4 5

Preferred Faculty Supervisor (leave blank if assistance is needed to identify a faculty member): _____

Required Signatures:

I understand that being an intern is a serious responsibility, and that I will be representing Northern Virginia Community College, as well as myself. I have carefully considered my academic load and other commitments and am able to devote the time and energy necessary to make my internship experience a successful one.

I understand my responsibility in reporting any harassment, sexual or otherwise, to the Faculty Supervisor and the organization sponsoring my internship.

I will report any offer for permanent employment with the Employer to the Faculty Supervisor for statistical purposes.

I understand that credit bearing internships are academic classes. Tuition is charged for each credit and is due by the semester deadline or within 24 hours after registration is complete.

Student Intern Signature

Date

For International Students Only

International students on F-1 visas are required to meet with a Designated School Official (DSO) from the Office of International Students. The DSO will review the internship application and determine your eligibility.

CPT Form Required: Yes No

I have reviewed this student's internship application. The student will be eligible for CPT for this internship.

Designated School Official Signature, OIP

Date

For Administrative Use Only

I agree to teach Course # _____ for (number of credits) _____ for the above named student and work with him/her and the Internship Supervisor toward completion of the internship. I understand my responsibility to report any harassment, sexual or otherwise to the organization sponsoring the internship and to the Division Dean.

Faculty Supervisor Signature

Date

Academic Information:

To enroll in a Coordinated Internship course, at minimum* students must have:

- Declared a major (degree or program of study) at NOVA.
- Earned at least six credits from NOVA.
- Completed 12 semester hours of college credits or the equivalent, including credits transferred to NOVA from other institutions or through Credit for Prior Learning.
- Completed a minimum of two courses for at least six credits directly related to the program of study and internship.
- Earned a cumulative G.P.A. of at least 2.0.
- Acquired the ability to write in either A.P.A. or M.L.A. editorial style through the completion of ENG 111, an equivalent English Composition course, or individual study.
- Earned no more 10 credits for Cooperative Education and/or Coordinated Internship courses to be applied to the degree.
- A satisfactory performance evaluation and/or no grades below a "C" for previous Cooperative Education, Coordinated Internship, or On-Site Training courses at NOVA. If student has previously been unsuccessful in the course attempt, they must meet with dean or designee for approval.
- Current good academic standing (no Academic Probation or Suspension).
- F1 Visa Students Only: Obtained C.P.T. approval from the Coordinator of the International Students Office.
- Met all work eligibility, which is dependent on employer requirements.

*These are the minimum qualifications to participate in the credit internship program at NOVA; individual programs may have additional requirements that will also need to be met.

Academic Department or Academic Division Course Registration Requirements:

1. Registration Packet Completed
 - a. 125-037 Release of Information Form
 - b. 125-040 Internship Site Proposal
 - c. 125-040 Course Request and Authorization Form
 - d. Job Description on company letterhead
 - e. Student Resume

2. Assigned a qualified instructor from the Academic Department to instruct the course and the instructor has sign the Course Request and Approval Form.

Course Instructor: _____

3. Entered the indicated course information into SIS after receipt of authorized and signed Course Request and Authorization Form.

4. Forwarded the authorized or unauthorized complete Course Request and Authorization to via email to the Faculty Advisor. Forwards complete Registration Packet to Faculty Supervisor.

This internship is: approved not approved

Reason if not approved:

_____.

Academic Department Designee Signature

Date

Semester: _____

Session: _____

Instructor: _____

Credits: _____

Registration Date: _____

Course Name/Number: Coordinated Internship Prefix: _____ 190 OR 290 CRN#: _____

 Other Course Name Prefix: _____ Number: _____ CRN#: _____

Date student was notified of registration and payment obligations: _____