Career Development and Internships

Faculty Internship Advisor Form

Date: [Click or tap here to enter text]

STUDENT ACKNOWLEDGEMENT

Student Full Name: [Last: Click or tap here to enter text, First: Click or tap here to enter text]

Phone: ___________ Email: ___________________ Student ID#: ________

Program/Major: __________________________ GPA: ______

Which degree are you pursuing? [ ] Associates [ ] Certificate Program

Which Internship Course are you enrolling in? __________________________

Which semester are you interning? [ ] Fall [ ] Spring [ ] Summer ________

Verification of Internship Academic Pre-Requisites
[ ] Yes, I have a GPA of 2.0 or above. It is a __________________
[ ] Yes, I have completed English Composition 101.
[ ] Yes, I have completed three courses in my major. The names of the courses are the following:

1. _______________________
2. _______________________
3. _______________________

FACULTY INTERNSHIP ADVISOR ACKNOWLEDGEMENT:

I have reviewed the student’s unofficial transcript and verify that s/he has completed the minimum required courses, and has achieved sufficient academic study/skills (based on GPA) to pursue an internship. I will be the Faculty Internship Advisor assigned to oversee the internship.

Prior to starting the internship, the student must meet with me to discuss internship responsibilities, verify that the internship is appropriate for the student’s major, and set learning objectives.

Faculty Advisor Full Name (printed): ____________________________________________

Academic Department: _______________________________________________________

Faculty Advisor Signature: ___________________________ Date: ______________

Electronic Signature Agreement. By typing in your signature you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

When complete, please save with Student First and Last name and then email to Jenn Reyes, Coordinator of Cooperative Education at JReyes@RCC.Mass.Edu.