

# MILLS COLLEGE

## PETITION FOR ACADEMIC INTERNSHIP CREDIT

### Notes:

1. Continuing juniors and seniors who are in good standing (semester and cumulative grade point average of 2.0 or higher) are eligible to elect internships in a wide variety of fields for academic credit.
2. Students must work in a non-clerical job setting.
3. Internships appear as courses on the student's transcript. The course, numbered 197, must be approved *in advance* by a faculty supervisor and the faculty advisor.
4. Students enrolled in internships are not permitted to enroll in more than 5 course credits (including the internship). No academic overloads are permitted.
5. Internships are graded pass/no-pass only.
6. Internships must be completed off campus.
7. Students seeking to receive credit for summer internships should note there is a associated fee please visit [http://www.mills.edu/student\\_services/student\\_accounts/summer\\_tuition.php](http://www.mills.edu/student_services/student_accounts/summer_tuition.php) for more information

### Instructions:

To receive academic credit for an internship, students must complete the following steps:

1. Meet with faculty
2. Meet with career services
3. Obtain internship
4. File paperwork by \_\_\_\_\_ spring \_\_\_\_\_ fall \_\_\_\_\_ summer
  - a. The Learning Contract is submitted to Career Services.
  - b. The Petition for Academic Credit is submitted to the M Center for approval by the Academic Standing Committee.
5. Complete internship and submit final paper to faculty internship supervisor

### SECTION I

Student Name: \_\_\_\_\_  
Last First

Mills ID: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Major: \_\_\_\_\_

Class:  Junior  Senior

Semester:  Fall  Spring  Summer 20\_\_\_\_\_

### SECTION II

Internship Organization Name: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Academic Department: \_\_\_\_\_

**SECTION III**

Academic internships are valued at a full course credit, and as such replace one academic course at Mills College. Therefore, it is important that the internship be a significant academic experience. When completing the Petition for Academic Credit, please describe the academic content of this internship. Typically, this academic content should take one of the following forms:

1. The internship itself has a significant research, analytical, or performance component, appropriate to the discipline, and is equivalent to the work a student might do in a directed research project in that discipline. In addition to regular contact with the faculty supervisor, the student will write a paper summarizing the results of the internship.  
*OR...*
2. The internship builds on skills learned in the classroom but does not itself have a significant research component. In this case, upon completion of the internship, the student should write a focused analytical paper on a topic agreed upon by the student and the faculty supervisor that explores a particular aspect or broader implications of the internship. This paper should not simply be a description of the student's activities in the internship or an assessment of the internship's value to the student. While topics for such a paper may arise during the course of the internship, we request that you suggest one or two possible topic below in some detail to aid the Academic Standing Committee in considering approval for academic credit for this internship.

Students - Describe the academic content of this internship:

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Faculty Supervisor - Describe how you will supervise this student:

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**SECTION IV**

Internship Organization: \_\_\_\_\_

Department: \_\_\_\_\_ Internship Supervisor and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Internship Position: \_\_\_\_\_

Average number of hours the intern will devote to the internship: \_\_\_\_\_

Please provide a brief description of the organization and the department (or division) in which the student will be working:

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Please provide a description of the top three specific duties that the intern will perform with the approximate time spent on each: *(Note: Credit is granted for professional experience only; clerical duties are not considered professional and may never comprise the majority of the internship experience)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

List relevant academic coursework and specific skills required for this Internship:

\_\_\_\_\_

Briefly describe the weekly supervision provided for the student:

\_\_\_\_\_

**SECTION V**

Faculty: Your signature indicates that you believe that the attached job description merits academic credit and is appropriate as part of this student's academic program.

Faculty Internship Advisor: (sign) \_\_\_\_\_

Faculty Internship Advisor: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Major Department Head: (sign) \_\_\_\_\_

Major Department Head: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Organization Internship Supervisor: (sign) \_\_\_\_\_

Organization Internship Supervisor: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Career Services staff member: (sign) \_\_\_\_\_

Career Services staff member: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Student: (sign) \_\_\_\_\_

Student: (print) \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

G.P.A. \_\_\_\_\_ ASC Review Date \_\_\_\_\_ Approved? Yes \_\_\_\_\_ No \_\_\_\_\_

Student Registration: CRN \_\_\_\_\_ Term: \_\_\_\_\_ Date: \_\_\_\_\_ Initials \_\_\_\_\_