Approval/Permission to Register For
Independent Study/Project or Internship/Practicum or Teaching Assistantship
(Submit to Registrar's Office once completed)

Important Reminder: If you have less than a 2.7 Overall GPA and you are registering for greater than 17 total credits, you must obtain written approval from the Advising Center.

Instructions:
1. Print all information on yellow paper.
2. Students and faculty project supervisors MUST COMPLETE REVERSE SIDE.
3. Obtain approval signatures from the Independent Study/Project/Internship/Practicum/Teaching Assistantship project director and the supervising department chair. Submit this form to the appropriate academic dean for final approval.
4. With dean's approval, copies of the approved form will be sent to the project director, department chair, and the Registrar's Office. Upon receipt, the Registrar's Office will process the approved registration request. (Part-time students will be sent a bill which is payable immediately.)
5. Any changes to this registration request (i.e. drop/withdrawal) are the responsibility of the student and must be submitted to the Registrar's Office prior to applicable deadline.
6. REGISTRATIONS CAN NOT BE PROCESSED WITHOUT ALL SIGNATURES!

I have read and will comply with the above:

Student Signature (Print and Sign):_________________________________________ Date:________________________

Name:_________________________________________ Eastern ID #:_________________________ Phone:_________________________

Sophomore □  Junior □  Senior □  Major:_________________________ Overall GPA:_________________________

Subject / Course Number:_________________________ Title:_________________________ Credits:_________________________

[ ] Independent Study  [ ] Senior Project (Visual Arts)  [ ] CHECK SESSION AND WRITE IN YEAR:
[ ] Internship/Practicum  [ ] Individual Music  Fall  [ ] Intersession
[ ] Teaching Assistantship  [ ] Instruction (Perf. Arts)  Spring  [ ] Summer
[ ] T.A. Course _____________________________________________  Year:_________________________

APPROVAL SIGNATURES:

Project Director:
Print:_________________________________________ Signature:_________________________ Date:_________________________

Supervising Department Chair:
Print:_________________________________________ Signature:_________________________ Date:_________________________

Academic Dean:
Print:_________________________________________ Signature:_________________________ Date:_________________________

Registrar's Office Use Only:  Section Code:__CRN:__________ Processed by:_________________________ Date:_________________________

01/2012
A. Project Title (research project title or descriptive title for duties performed):

B. Objective (describe required duties or project components):

C. Reading and other materials required for project (attach reading list):

D. Outline of how the project will be conducted:

E. Outline of how the student work will be evaluated for a grade by faculty supervisor (must be completed by faculty):
Evaluation Criteria:

1. Students will be expected to complete Form B at the onset of the internship in consultation with Agency Supervisor and Faculty Supervisor.

2. Students are expected to complete Weekly Internship Reports (Form D) in a timely manner as agreed upon with the Faculty Supervisor. Weekly reports should include a 1-2 page typed evaluation of their weekly experience. The weekly evaluation should include the following:
   a. Briefly list several experiences that have contributed to your professional growth.
   b. Describe or analyze a new achievement.
   c. Describe or analyze any problem(s) you may have encountered while on the job.

3. Students are expected to have the Student Internship Rating Form (Form E) completed by their Agency Supervisor. Ideally, this should be completed at the appropriate mid-point and at the end of the experience.

4. Students are expected to complete in a satisfactory manner a Final Report on the internship experience as outlined in the Internship Packet. A corresponding PowerPoint presentation on the experience is expected to be prepared and ideally presented at a time to be determined by the supervising faculty member and student.

5. Students are expected to complete the expected hours of the internship per credit hour. For example, a 3 credit internship = 135 hours (1 credit hour = 45 hours).
Internship Information

Student Name: _____________________________________________

Professional Development Points: ___________________________

Site Supervisor: ___________________________________________

Site Name: _____________________________

Site Location: ___________________________________________

Site Phone Number: _______________________________________

E-Mail: _____________________________________________

Duties and Responsibilities: _________________________________

Actual Internship Dates: _________________________________

Hours Per Week: _________________________________________

Total Hours: ___________________________________________