CAREER SUCCESS CENTER

APPLIED LEARNING/INTERNSHIP – EMPLOYER CONFIRMATION
Suite 300, Westside Campus Center
Contact Person: Debra Manenté
manented@wcsu.edu
(203) 837- 8264

https://www.wcsu.edu/careersuccess/jobs-internships/

STUDENT’S NAME ___________________________________________ BANNER # _________________
EMAIL ADDRESS: ___________________________________________ PHONE: ______________________
MAJOR: ___________________________ MINOR: ___________________________ CONCENTRATION: ______________________
UNDERGRADUATE: YES _____ NO _____ YEAR OF GRADUATION: ___________ CURRENT GPA: ___________

HOW MANY COURSE CREDITS WILL YOU BE REGISTERED FOR DURING THE SEMESTER YOU PLAN TO DO YOUR
INTERNSHIP? (THIS DOES NOT INCLUDE ANY INTERNSHIP CREDITS): ____________________________
(The maximum amount of credits one can enroll in per semester is 18 credits; 21 if you are an Honor or VPA student.)

YOUR FACULTY ADVISOR: ______________________ ADVISOR’S EMAIL: _____________________________
COMPANY NAME: ___________________________ START DATE: ___________ END DATE: ___________
(Supervisor’s name included)
SUPERVISOR’S NAME: ___________________________ COMPANY WEBSITE URL: ___________________________
SUPERVISOR’S EMAIL: ___________________________ SUPERVISOR’S PHONE: ____________________________
YOUR TITLE: ___________________________________________

*TO DETERMINE THE NUMBER OF CREDITS YOU MIGHT RECEIVE, PLEASE COMPLETE THE FOLLOWING...

1. HOW MANY WEEKS WILL YOU WORK THIS SEMESTER AT THIS INTERNSHIP? ______
2. HOW MANY HOURS A WEEK WILL YOU WORK THIS SEMESTER AT THIS INTERNSHIP? ______
   Multiple # of weeks you will work, times the # hours you will work.
   Divide that # by 50. (Every 50 hours equals one (1) credit.)
   Example: 10 weeks x 20 hours a week = 200 total hours divided by 50 = 4 credits
3. TOTAL INTERNSHIP HOURS? ______  4. HOW MANY INTERNSHIP CREDITS DOES THAT EQUAL? ______
   Please talk with your academic Advisor to ensure these credits fit in to your academic plan. Please note that you
   will be billed for any credits in which you enroll. Do not register for more credits than you need.
5. HOW MANY INTERNSHIP CREDITS DO YOU WANT TO ENROLL IN? ______

*Before being enrolled in CED297, you will receive a confirmation email which will outline the requirements of CED297
and the number of credits you have requested. CED297 is a Pass/Fail course only. There will be no letter grade. This
does not affect GPA. Please initial here to confirm you understand these terms. ______

(Please include a job description when you return this form to Debra Manente at manented@wcsu.edu.)