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 # _______________________

SCHOOL EMAIL ADDRESS: ___________________________ PHONE: _______________________

MAJOR: ___________________________ MINOR: ___________________________ CONCENTRATION: ___________________________

UNDERGRADUATE: YES ______ NO ______ YEAR OF GRADUATION: __________ CURRENT GPA: __________

HOW MANY COURSE CREDITS WILL/ARE YOU REGISTER/ED FOR DURING THE SEMESTER IN WHICH YOU PLAN TO DO YOUR INTERNSHIP? (THIS DOES NOT INCLUDE ANY INTERNSHIP CREDITS): ___________________________
(The maximum amount of credits in which 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: __________
(Must include full month/day/year for both.)

SUPERVISOR’S NAME: ___________________________ COMPANY WEBSITE URL: ___________________________

SUPERVISOR’S EMAIL: ___________________________ SUPERVISOR’S PHONE: ___________________________

YOUR JOB/INTERNSHIP TITLE: ___________________________ HAVE YOU TAKEN ANY TYPE OF CED COURSE?: YES ___ NO ___

WHICH ONE/S? (CHECK ALL THAT APPLY): CED110 CED120 CED130 CED297 WHICH SEMESTER/S?: __________

*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

   Please talk with your academic Advisor to ensure these credits fit in to your academic plan. Please note that you will be billed for all credits in which you enroll. Do not register for more credits than you need.

3. TOTAL INTERNSHIP HOURS? ______ 4. HOW MANY INTERNSHIP CREDITS DOES THAT EQUAL? ______

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 Manenté at manented@wcsu.edu.)

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