

CAREER SUCCESS CENTER



APPLIED LEARNING/INTERNSHIP
– EMPLOYER CONFIRMATION
Suite 300, Westside Campus Center
Contact Person: Debra Manenté
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<https://www.wcsu.edu/careersuccess/jobs-internships/>

ADMINISTRATIVE USE ONLY

Emailed Student: _____

Student Confirmed: _____

DEAN Approval: _____

Request Registrar: _____

Registrar Confirmation: _____

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

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 all 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.)