

Internship Workshop Registration

Print Name: _____

(CHNL 201-Internship Workshop for .50 unit)

Student ID: _____

Class Year: _____

IMPORTANT INFORMATION

- Students are expected to register by the end of the add period for any given semester; exceptions may be approved, provided there is sufficient time to complete all requirements by the end of the semester or summer. However, students **MUST register prior to the beginning of their internship work hours, no exceptions.**
- You **DO NOT** need a faculty sponsor—Career Works staff will serve as your sponsor.
- If you are an international student doing a paid internship, you must get a signature from the Office of International Education.
- Credit: A minimum of 45 hours on site is required. The course will be graded Credit/No Credit.
- This course counts towards the E graduation requirement, which requires 1.0 credit. Students must complete other E-designated courses to complete the E requirement.
- Return completed form to the Registrar's Office. You **do not** need to turn in an add/drop card.
- Your registration will show up in the Portal once processed. You and Career Works will receive a PDF copy of your form.
- The **special summer tuition** rate only applies to a maximum of 2 summer units of field experience/internship or special project credit during a student's time at Beloit College.
- If you have any questions, contact Career Works at 608-363-2675 or careerworks@beloit.edu.

REGISTRATION INFORMATION

Major(s): _____ Minor(s): _____

Year & Term: _____ Pay: PAID UNPAID Start Date: _____ End Date: _____

Internship/Position Title: _____

Field Site/Organization Name: _____

Site Street Address: _____ City, State, Zip: _____

Site Supervisor Name: _____ Site Supervisor Title: _____

Site Supervisor Email: _____ Site Supervisor Phone: _____

Experience was found through an alumni connection (if checked) Alumni Name: _____

Student Signature: _____ Date: _____

Career Works Instructor Name (print legibly) _____ Signature _____ Date _____

Academic Advisor Name (print legibly) _____ Signature _____ Date _____

Office of International Education Signature for International students doing a paid internship _____ Date _____

By signing, you are agreeing to abide by the Beloit College policy that all students participating in CHNL 201 will abide by minimum safety recommendations and all laws, restrictions, and guidelines in their local areas to decrease the risk of contracting or spreading COVID-19.

REGISTRAR'S OFFICE USE ONLY

Entered By: _____

Date Registered: _____