

# Advanced Internship Workshop Registration

Print Name: \_\_\_\_\_

(CHNL 301- Advanced 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](mailto: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 301 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: \_\_\_\_\_