

Undergraduate Internship Course Approval

COMPLETED FORM DUE 48 HOURS BEFORE PHASE II REGISTRATION ENDS

Student's Name: _____

Internship Organization Name: _____

GT ID: _____

Student's Email address: _____

Term of Undergraduate Internship: Fall Spring Summer

Undergraduate Standing during term of Internship: Freshman Sophomore Junior Senior

Approximate Number of hours per week working at site: _____
(Note: 3 Hours in the internship work per week are required for 1 credit of coursework.)

Are you performing the internship for Course Credit or Pay? _____ Indicate Course Number requested _____
Undergraduates may only work for credit or pay in a given term.

Note:
Chem 2694- Internship (Pay) for Freshmen and Sophomores (Course: Audit Only, no credit awarded)
Chem 2695- Internship (Credit) for Freshmen and Sophomores (Course: Pass Fail Basis Only)
Chem 4694- Internship (Pay) for Juniors and Seniors (Course: Audit Only, no credit awarded)
Chem 4695- Internship (Credit) for Juniors and Seniors (Course: Letter grade Basis)

Credit earned on audit basis (i.e pay) does not count towards your degree.

Project Title: _____

Scope of Work and/or Brief Description of Project (5-7 sentences):

Research Reports Due: Friday of Finals Week for the Term.

For Chem 2694 and 2695, students are required to submit monthly progress reports to the Academic Programs (AP) Office. For Chem 4694 and 4695, students are also required to submit a research report at the end of the term to the AP Office. A well-written, comprehensive, and well documented research report must be prepared regardless of the degree of success of the project. Student co-authorship on organization reports is encouraged but does not substitute for a comprehensive report. **For Chem 2695 and 4695, supervisors must grade the progress reports (2695) or final reports (4695) with specific comments. For final report format, see ACS, Committee on Professional Training, *Preparing a Research Report*, http://portal.acs.org/portal/fileFetch/C/CTP_005606/pdf/CTP_005606.pdf**

Failure to submit these materials may result in a registration hold being placed on your schedule for the following term.

Student's Signature: _____

Internship Supervisor's Signature: _____

Date: _____ **NOTE: Completed form must be submitted to Boggs 2-90A, 48 hours before Phase II registration closes.**

This form should be returned to the Academic Programs Office, Boggs, room 2-90A. If approved, the student will receive an email confirming the establishment of the course and the CRN needed to register for the course.