



Office of Student & Post-Graduate Development

**Franklin & Marshall College  
INTERNSHIP FOR CREDIT APPLICATION**

**INSTRUCTIONS**

The following must be completed:

1. Student Information Section including student signature;
2. Employer Information Section including the signature of the Internship Supervisor
3. Faculty Information Sections including the signatures of:
  - F&M Faculty Sponsor,
  - F&M Faculty Sponsor's Department Chair, and
  - Your F&M Academic Advisor;
4. Job description attached to the application;
5. Employer's offer of opportunity attached to the application;
6. Education Plan, reviewed and approved by your Faculty Sponsor;
7. Section for F-1 International Students, if applicable;
8. Off-Campus Waiver, if internship will take place in-person, in full or in part.

Once you have all signatures from F&M faculty and your employer, email the complete application to [ospgd@fandm.edu](mailto:ospgd@fandm.edu). If approved by OSPGD, the application will be signed by the Director of Community and Employer Partnerships and forwarded to the Registrar for course registration. You will receive an email and PDF of your approved application.

*\* Please note that your application will not be approved without a copy of your Education Plan and Job Offer & Description.*



## INTERNSHIP FOR CREDIT APPLICATION

### STUDENT INFORMATION

*Please Note:* To be qualified for an Internship for Credit you must be a Sophomore, Junior, or Senior with a cumulative GPA of 2.0 or above. Verify your GPA with the Registrar before applying. Only two course credits from Internships may count toward the completion of graduation requirements. All Franklin & Marshall College internships-for-credit are graded on a Pass/No Pass basis.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

College House \_\_\_\_\_ Class Year \_\_\_\_\_

E-Mail \_\_\_\_\_@fandm.edu \_\_\_\_\_

***Are you an F-1 International Student?***

\_\_\_ No

\_\_\_ Yes (*if Yes, complete F-1 section*)

***Will you be participating in an internship opportunity that will take place entirely or partially in-person at the employer's worksite?***

\_\_\_ No

\_\_\_ Yes  
(*if Yes, complete the "IFC Waiver Form for On-Site Work" available on IFC website*)

***Student's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_



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Student Name \_\_\_\_\_ Semester \_\_\_\_\_

**EMPLOYER INFORMATION**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Internship Position Title: \_\_\_\_\_

Dates of internship: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Hours per week intern will be working for employer: \_\_\_\_\_

Internship Supervisor's  
Name (please print) \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

***Supervisor's Signature*** \_\_\_\_\_ **Date** \_\_\_\_\_



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F&M FACULTY SPONSOR SECTION

The F&M Faculty Sponsor and student must develop an educational plan which includes a description of the proposed academic work product that the student will complete by the end of the internship and required readings.

Course Credit (check one): \_\_\_\_\_ 1/2 credit = 48-95 hours during 1 semester or summer

OR \_\_\_\_\_ 1 credit = 96+ hours during 1 semester or summer

Semester: Summer 2021: \_\_\_\_\_ Fall 2021: \_\_\_\_\_ Spring 2022: \_\_\_\_\_

Course ID: (student's status following Spring 2021)

\_\_\_\_\_ Sophomore: IFC 299 \_\_\_\_\_ Junior: IFC 399 \_\_\_\_\_ Senior: IFC 499

The F&M faculty sponsor and student have agreed to consult during the course of the internship:

Frequency: \_\_\_\_\_ Weekly \_\_\_\_\_ Every other week \_\_\_\_\_ Monthly \_\_\_\_\_ Other:

Method: \_\_\_\_\_ In person \_\_\_\_\_ Online Video \_\_\_\_\_ Via e-mail

F&M Faculty Sponsor (please print): \_\_\_\_\_ Department: \_\_\_\_\_

F&M Faculty Sponsor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, as the F&M Faculty Sponsor, certify that I have read and approve the Education Plan for this Internship for Credit.



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Student Name \_\_\_\_\_ Semester \_\_\_\_\_

F&M FACULTY SPONSOR - DEPARTMENT CHAIR - SECTION

F&M Faculty Sponsor's
Department Chair (please print) \_\_\_\_\_ Dept. \_\_\_\_\_

F&M Faculty Sponsor's
Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

F&M FACULTY ADVISOR SECTION

F&M Academic Advisor (please print): \_\_\_\_\_ Dept. \_\_\_\_\_

F&M Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Advisors of F1 International Students -

I, the F&M Academic Advisor, certify that I have read the internship position
description and Educational Plan, have discussed with this student the relation of
the same to the student's major, and agree that the proposed internship opportunity
is related to the student's major.

OSPGD Use Only -- APPROVAL OF COMPLETED APPLICATION

Application complete

Director of Employer and Community Partnerships Signature

Date



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**SECTION FOR F-1 INTERNATIONAL STUDENTS**

Student Name \_\_\_\_\_ Semester \_\_\_\_\_

Major(s) \_\_\_\_\_

Minor \_\_\_\_\_

**Please describe in one or two sentences how this internship is related to your major:**

***Additionally, please note the following information:***

- All F-1 international students who have secured an Internship for Credit (IFC) should contact Dean Jessica Haile in the International Student Services Office (<https://www.fandm.edu/international-student-services>) about obtaining Curricular Practical Training (CPT), which is employment authorization for work experience directly related to one's major.
- It is imperative that F-1 students not begin interning until the internship has been authorized for the specific dates. In order to authorize CPT, Dean Haile will need a copy of the completed IFC application, as well as proof of registration for the internship course. During the summer Dean Haile will also need proof of payment for this course.