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. 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.
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 ______________
Franklin & Marshall College
INTERNSHIP FOR CREDIT APPLICATION

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 __________
Franklin & Marshall College
INTERNSHIP FOR CREDIT APPLICATION

Student Name _________________________________  Semester _______________

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 2022: ____   Fall 2022: ____   Spring 2023: ____

Course ID: (your status following Spring 2022)

____ 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.
Franklin & Marshall College
INTERNSHIP FOR CREDIT APPLICATION

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 ___________________________
Franklin & Marshall College
INTERNSHIP FOR CREDIT APPLICATION

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.