



### HBS/IAC 494 Internship Registration Form

This form is for students who intend to receive credit for their internship through HBS/IAC 494. Once an internship has been started or completed, students are not eligible apply for HBS/IAC 494 credit.

STUDENT INFORMATION	
STUDENT NAME:	ID NUMBER:
STUDENT PHONE:	STUDENT EMAIL:
EMERGENCY CONTACT:	RELATIONSHIP:
CONTACT'S PHONE:	CONTACT'S EMAIL:

INTERNSHIP DETAILS	
Organization:	
Position Title:	
Location (city, state, zip code):	
Supervisor Name:	
Supervisor Email:	
Supervisor Title:	
This experience is:	<input type="checkbox"/> Paid If, so at what rate? <input type="checkbox"/> Unpaid
Anticipated Hours Per Week:	
Start Date:	End Date:

REGISTRATION INFORMATION					
Course #	<input type="checkbox"/> HBS 494	<input type="checkbox"/> IAC 494			
Term/Year (check only one term):	<input type="checkbox"/> Summer 20__	<input type="checkbox"/> Fall 20__	<input type="checkbox"/> Spring 20__		
<input type="checkbox"/> One credit (50+ educational work hours)	<input type="checkbox"/> Three credits (150+ educational work hours)				
<input type="checkbox"/> Two credits (100+ educational work hours)	<input type="checkbox"/> Four credits (200+ educational work hours)				
<input type="checkbox"/> Five credits (250+ educational work hours)	<input type="checkbox"/> Six credits (300+ educational work hours)				

#### Responsibilities of the Student

1. Communicate in a professional manner with internship site of any schedule changes
2. Complete duties and responsibilities outlined by the work site
3. Complete a minimum of 50 hours per credit
4. Contact faculty instructor with concerns or questions
5. Complete the criteria for evaluation described by the instructor by the end of the term

STUDENT SIGNATURE		DATE	
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