



Yeshiva University

OFFICE OF THE REGISTRAR • BEREN & WILF CAMPUS

Beren: 215 Lexington Avenue, 6th Floor New York, New York 10016 Phone 646 592 4180 Fax 212 340 7837 E-mail berenregistrar@yu.edu
 Wilf: 500 West 185th Street, Rm 114 New York, New York 10033 Phone 646 592 6270 Fax 212 960 0004 E-mail wilfregistrar@yu.edu

Internship Application

Students may apply to earn credits for certain internships. To qualify for credit, an internship must include academic components such as research, reading, writing, etc.

1. This form must be filed at the start of the semester, or summer, in which the student plans to do the work. The internship must be approved by a department faculty member and an academic advisor before the internship begins.
2. Attach a description of the proposed internship responsibilities to this form.
3. Meet with the Department and then with an Academic Advisor for internship approval.
4. For SCW students, interns may receive one (1) credit for each 100 hours of employment in an approved, registered internship, with a maximum of 3 internship credits which may be applied to the major with faculty approval. For YC students, normally internships are awarded only one (1) credit, and only one internship may be credited toward a student's degree. At YC, internship credit does not count toward the major or minor. YC prospective interns must normally be a junior or senior, earned a minimum GPA of 2.0 and have taken (and successfully completed with a grade of 'C' or better) at least one course in the academic subject in which he will receive internship credit.
5. Interns receive a grade of 'P' or 'N'. To receive a grade, the intern must submit the following to the department faculty as well as to the Academic Advisor at the completion of the internship:
 - a. A log of internship hours
 - b. A paper that describes the intern's duties and evaluates the internship as a pre-professional learning experience. To fulfill this requirement, the intern should keep a journal of assigned tasks.
 - c. A supervisor's evaluation of the intern's performance on the organization's letterhead.
6. At the conclusion of the internship, submit the above by the following dates:
 - For a Fall internship: January 5th
 - For a Spring internship: May 15th
 - For a Summer internship: the close of the first week of the Fall semester.
7. Applicable fees can be found at <https://www.yu.edu/osf/tuition-fees/undergraduate>.

I. TO BE FILLED OUT BY THE STUDENT

Student's name: _____ YU ID #: _____
 Mailing address: _____
 (If Dormitory, Building & Room) _____
 Phone: _____ Email: _____
 Current class: FR SO JR SR School: SCW YC SSSB Major(s): _____
 Faculty sponsor: _____ Faculty sponsor's email: _____

Student submits form to the faculty.

II. TO BE FILLED OUT BY THE FACULTY

You have been approved for an internship at:
 Internship will take place in Fall Spring Summer 20____ Department: _____
 This internship may / may not replace a course in the major or minor Credits recommended: _____
 Department faculty's signature: _____ Date: _____

Student submits form to an academic advisor.

III. TO BE FILLED OUT BY THE ACADEMIC ADVISOR

Comments: _____
 Academic advisor's signature: _____ Date: _____

Academic advisor submits form to the Registrar.

IV. OFFICE OF THE REGISTRAR

Student is registered for the course indicated above: CRN _____ Dept. _____ Course # _____ Credits _____
 Comments: _____
 Processed by: _____ Date: _____

Registrar sends student confirmation of this form.