



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Career Development | Center for Student Success & Engagement | P: 413-662-5332 | F: 413-662-5444

Internship Application

Part I: Student/Host Information

Student Name: _____ A #: _____

Student Address: _____

Phone No.: _____ Email: _____

Student Major: _____

Class Year: Junior Senior

Cumulative GPA: _____ (Must be 2.0 or higher; BADM requires 2.5 GPA or higher)

Have you received any prior Internship Credit at Massachusetts College of Liberal Arts?

Yes No If yes, how much credit was earned? _____

Proposed Internship Title: _____

Name of organization hosting internship: _____

Address: _____

Name of on-site supervisor: _____

Phone No.: _____ Email: _____

Will you (the student) be financially compensated for this internship? Yes No

Part II: Faculty Sponsor/Credit Information

In what academic department will credit be granted? _____

Name of faculty sponsor: _____

Phone No.: _____ Email: _____

Term in which credit is to be granted: _____ Year: _____

Method of grading: Letter Grade (A,B,C,D,F) Pass/Fail

Inclusive dates of internship - Start: _____ End: _____

Number of on-site hours per week: _____ Total number of on-site hours: _____

Number of credits approved: _____ **Note:** *A minimum of 45 hours of on-site experience is required for each credit hour, e.g., at least 135 hours for 3 credits, over one semester or summer.*

If your internship credits give you more than 18 credits for the semester, you must complete a Course Overload Form and submit it with this application.

PART III IS TO BE COMPLETED IN COLLABORATION WITH YOUR INTERNSHIP HOST AND FACULTY SPONSOR. Please attach extra pages as needed.

Part III: Learning Goals

1. List the educational and experiential objectives of the internship.
2. Specify the on-site work and responsibilities to be undertaken during this internship.
3. Describe how the student's achievements of the educational and experiential objectives will be evaluated by the faculty sponsor and by the on-site supervisor. Please be specific.
4. Provide any information which supports the student's preparedness to successfully complete this internship:

Part IV: Approvals

Student Signature: _____ Date: _____

My signature indicates I understand I will be billed separately for credits taken during the summer; credits taken during the academic year are billed as part of my tuition.

To be completed by Faculty Sponsor

Student cumulative GPA: _____

Prior internship credits earned: _____

Total credit load for internship semester: _____

Faculty Sponsor Signature: _____ Date: _____

This signature indicates that the faculty sponsor has interviewed the student and is recommending him/her for this internship.

Department Chairperson Signature: _____ Date: _____

Dean of Academic Affairs: _____ Date: _____

Completed form must be submitted before the last day of Drop/Add period for the term in which credit is requested.



Massachusetts State University Internship Incentive Program

MCLA is offering university-sponsored internship grants through a Massachusetts State University Internship Incentive Program and the MCLA Foundation.

Incentive funding may cover the cost of the internship (tuition, fees, and travel expenses). Funding will be available, on a limited basis, for students who meet the requirements.

Requirements:

- Massachusetts State Resident
- Full time matriculated student
- Minimum 2.75 overall GPA
- Completed FAFSA application

Stipend Guidelines:

The stipend may cover tuition, fees, travel and additional expenses associated with a student's approved internship.

3 Credit Internship	-	\$2,000.00
6 Credit Internship	-	\$3,000.00
9 Credit Internship	-	\$4,000.00
12 Credit Internship	-	\$5,000.00

Financial Aid Information for Students:

Qualified applicants of the Internship Incentive will receive notification of their award from the Financial Aid Office and the Dean of Academic Affairs.

Once awarded, the funds will be applied towards any outstanding tuition balance the student may have. If the student's College account is satisfied, the funds can be sent to the student in a refund check to cover fees associated with the Internship. In some cases, to prevent an over-award, student loans may have to be reduced.

The application of funds to the student's account may vary depending on the semester and date on which the Internship Application is submitted.

For more information regarding the application of Internship Incentive Funds please contact the Financial Aid Office at 413-662-5219.