



Center for Student Success and Engagement
Career Services
(413) 662-5332
Fax: (413) 662-5444

Internship Application

Student Name: _____ Student ID #: _____

Address: _____ Telephone Number: _____

Major: _____ Class Year: _____ Cumulative GPA: _____
(Must be Jr. or Sr.) (Must be 2.0 or Higher)
(Note: BADM requires 2.5 GPA)

You may be eligible for the State University Incentive Program. See the Incentive Program description below for guidelines and criteria. Funding will be available, on a limited basis, for students who meet the requirements. Check here to be considered.

Have you received any prior Internship Credit at Massachusetts College of Liberal Arts?
No Yes If yes, how much credit was earned? _____

Title of Proposed Internship: _____

Name and address of organization at which internship will be completed: _____

Name of faculty sponsor: _____ Telephone Number: _____

Name of on-site supervisor: _____ Telephone Number: _____

In what academic department or discipline will credit be granted? _____

Inclusive dates of internship: _____ To: _____

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

Number of credits approved (A minimum of forty-five (45) hours of on-site experience are required for each credit hour; e.g., at least 135 hours for 3 credits.): _____

***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.**

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

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

PLEASE ANSWER THE FOLLOWING ITEMS USING THE SPACE BELOW OR AS AN ATTACHMENT TO THIS APPLICATION.

1. List the learning outcomes 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 outcomes will be evaluated. Evaluation Requirements: Each internship must contain a writing component, interim evaluations by faculty sponsor (e.g. site visit(s), evaluation by the site director/supervisor, and final evaluation by the faculty sponsor).

4. Provide any information which supports the student's preparedness to successfully complete this internship:

Student Signature: _____ Date: _____

This signature indicates that I understand I will be charged per credit hour according to the standard tuition and fee rates for the semester the internship takes place.

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: _____

NOTE: This form must be completed and submitted to CSSE/Career Services, Eldridge Hall, Top Level, no later than the last day of the Add Period for the term in which credit will be granted.

State University Internship Incentive Program

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

The 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 the 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 Notes to 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 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 the Internship Application is submitted. For more information regarding the application of Internship Incentive Funds please contact the Financial Aid Office.