ARIZONA STATE UNIVERSITY
Study Abroad Office

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Internship Coordinator Review Form

This form is required by the Arizona State University (ASU) Study Abroad Office (SAO) for any student who wishes to earn academic credit for an internship completed on an ASU partnership or exchange program.

Student Name	**Affiliate ID**
Major(s)	**Minor(s) and/or Certificate(s)**
Study Abroad Program Name & Country	**Term and Year of Participation**

INSTRUCTIONS FOR STUDENTS

- Schedule an appointment with the Internship Coordinator in the appropriate academic unit to discuss the requirements for obtaining internship credit (i.e. 484 course number) for the work you wish to complete during your international internship. This conversation is critical to your ability to earn ASU academic credit for your internship placement abroad.
- Come to your meeting prepared to provide the following information about your prospective internship placement:
  - Nature of the work placement (e.g. industry, work responsibilities)
  - Relevance of your desired internship placement to your field of study
  - Number of work hours (weekly and/or total hours expected)
  - Academic requirements (e.g. seminar, meetings with site supervisor and/or local internship coordinator, reflection activities, assessment methods, etc.)
- During your meeting with the Internship Coordinator, you should ask the following questions:
  - Are there any academic level or GPA requirements for me to earn credit?
  - How many work hours are required per credit?
  - Do I need to complete any pre-requisites before I can earn credit for this internship?
  - Are there additional forms I need to complete or steps I need to take before departing, while abroad, or upon completion of the internship?
  - If I cannot earn internship credit (i.e. 484 course number) for the specified number of credits, can I instead earn Special Topics credit (i.e. 394 or 494 course number) or Independent Study credit (i.e. 499 course number) for the work I complete abroad?
- Ask the Internship Coordinator to review this information and complete the reverse side of this form.
- Return this completed form to the SAO with all other application materials by the application deadline.

INSTRUCTIONS FOR ASU INTERNSHIP COORDINATORS

- This student wishes to complete an internship as part of an ASU study abroad program. Participants in this program will earn ASU credit and grades for all coursework completed abroad, including internships, but they must secure advanced approval to earn specific credit for an internship placement based on the specific requirements of their academic unit.
- During your meeting with the student, please discuss the following:
  - Nature of the work placement (industry, work responsibilities)
  - Relevance of student's desired internship placement to field of study
  - Number of work hours required per credit
  - Academic requirements (seminar, meetings with site supervisor and/or local internship coordinator, reflection activities, assessment methods, etc.)
  - Academic level, pre-requisite or GPA requirements for granting internship credit
  - Additional requirements for earning academic credit for the desired internship
  - Course and credit to be awarded (XYZ 484, 6 credits)
- Please use the reverse side of this form to assign the appropriate internship credit. If 484 is not possible in this case, or if 484 is not available for the specified number of credits, please indicate if Special Topics (494) can be awarded for the appropriate number of credits.
- If it is not possible to assign internship credit at this time, please instruct the student what s/he must do to be assigned the internship credit and sign this form attesting that you have met with the student and will consider assigning credit at a later date if that is a possibility.
- If you have any questions about the student's selected program, please don't hesitate to contact the relevant SAO International Coordinator at (480) 965-5965 or studyabroad@asu.edu.

ASU INTERNSHIP COORDINATOR APPROVAL

I hereby verify that I have met with the student named above and acknowledge the following:

1. I am aware of his/her intention to complete an internship on an ASU study abroad program.
2. We have discussed the college/school/department requirements for earning internship credit on this program.
3. The student has completed the departmental internship approval process.
4. The student should receive the following credit upon successful completion of the internship:

Foreign Course Prefix, Number & Title	ASU Prefix & Number	Credit Value	Pass/Fail or Grade	ASU Course Title
_____	_____	_____	_____	_____
	_____	_____	_____	_____

Please list any additional assignments/requirements the student will need to complete in order to earn the above credit:

_____

_____

_____

_____ Name (please print)

_____ Date

_____ Signature

_____ College/Department

_____ E-mail address

_____ Telephone number

ASU INTERNSHIP COORDINATOR DENIAL

I hereby verify that I have met with the student named above and acknowledge the following:

1. I am aware of his/her intention to complete an internship on an ASU study abroad program.
2. We have discussed the college/school/department requirements for earning internship credit on this program.
3. I cannot award credit for the student's intended internship placement at this time, for the following reason(s):

_____

_____

_____ Name (please print)

_____ Date

_____ Signature

_____ College/Department

_____ E-mail address

_____ Telephone number

STUDENT SIGNATURE

I hereby verify that I have met with the Internship Coordinator in the academic unit noted above and I understand it is my sole responsibility to meet the requirements of this academic unit in order to obtain academic credit at ASU for the internship work that I plan to do abroad. I understand that I may be required to provide additional information to the Internship Coordinator in order to receive academic credit for my internship placement.

_____ Signature

_____ Date