

TRINITY COLLEGE
EXPLORATORY INTERNSHIP APPLICATION / CONTRACT

Please type or print in black ink.

I. STUDENT NAME _____ CLASS OF _____
SOCIAL SECURITY NUMBER _____ MAJOR _____
TRINITY BOX NUMBER _____ TELEPHONE _____
INTERNSHIP TERM / YEAR _____

**I agree to the terms and conditions of this
Exploratory Internship as described in the
following sections.**

STUDENT SIGNATURE _____ DATE _____

II. FIELD SUPERVISOR _____ TITLE _____
ORGANIZATION _____
MAILING ADDRESS _____
_____ ZIP _____ PHONE _____
HOURS PER WEEK TO BE SPENT AT PLACEMENT (8 hours / week minimum) _____
STUDENT WILL WORK DURING SCHOOL VACATION PERIODS: YES _____ NO _____

III. FACULTY SPONSOR _____ CREDIT AWARDED .5
INTERNSHIP WILL BE DONE FOR: LETTER GRADE _____ PASS / FAIL _____

IV. THIS SECTION APPEARS ON THE BACK OF THIS PAGE. PLEASE FILL OUT COMPLETELY & IN DETAIL.

V. **FACULTY SPONSOR APPROVAL:**

This application / contract represents a reasonable program of study for the credit to be granted.

PROFESSOR _____ DATE _____

PROFESSOR'S DEPT. CHAIR _____ DATE _____

VI. **FIELD SUPERVISOR APPROVAL:**

This application / contract represents valid learning objectives and activities for an internship at this placement.

FOR OFFICE USE ONLY

DO NOT SIGN

CURRICULUM COMMITTEE APPROVAL

This internship is approved for .5
course credit(s).

FIELD SUPERVISOR SIGNATURE _____ DATE _____

DATE

Submit ORIGINAL form and ONE COPY to Internship Office
on or before the **THIRD DAY OF CLASSES**. Give copies to
Faculty Sponsor, Field Supervisor, & keep one for yourself.

**ALL CONTRACTS MUST BE APPROVED
BEFORE REGISTRATION.**

Field: _____

St. Eval. Received: _____

Pl. Eval. Received: _____

Before completing this section, be sure to read the entry about “Internships” in the Trinity College Handbook.

IV DESCRIBE THE FOLLOWING AS PRECISELY AS POSSIBLE:

A. **LEARNING OBJECTIVES OF INTERNSHIP** (These can be academic, job-related, or personal objectives):

B. **JOB DESCRIPTION** (Explain what duties and responsibilities you expect to be assigned, based upon what your Field Supervisor has told you):

C. **REQUIRED WRITTEN WORK** (Describe the written project you will complete for your professor in fulfillment of the requirement for an Exploratory Internship):

D. **SCHEDULE OF MEETINGS WITH FACULTY SPONSOR** (Be as precise as possible; give days / dates):

Give Original and ONE COPY to Internship Office on or before **THIRD DAY OF CLASSES**. Give copies to Faculty Sponsor, Field Supervisor, and keep one for yourself. **ALL CONTRACTS MUST BE APPROVED BEFORE REGISTRATION.**
