

## Form for Adding an 92a/b Internship Course

*Special Notes & Instructions:*

- Students should obtain faculty permission BEFORE beginning the internship
- Students return completed form in person to the Office of the University Registrar (Kutz Hall, Room 121) prior to the add deadline at the start of the semester
- International Students must obtain signature from an ISSO Advisor

Name: \_\_\_\_\_ ID: 2 \_\_\_\_\_

Brandeis Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject: \_\_\_\_\_ Catalog #:  92A  92B Term: Fall 20\_\_ / Spring 20\_\_

Internship Dates: \_\_\_\_\_ to \_\_\_\_\_ # Internship Hours/Week: \_\_\_\_\_

Internship Organization/Sponsor:  
\_\_\_\_\_

Organization Address:  
\_\_\_\_\_

Internship On-site Supervisor:

\_\_\_\_\_  
(Name) (Title) (Phone) (Email)

**Signatures:**

Instructor (Print): \_\_\_\_\_

Instructor (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Student (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

*International Students Only:*

International students interested in enrolling in an internship course should first be in contact with the International Students and Scholars Office (ISSO) to determine what employment authorization may be necessary for the course based on the student's visa status.

It is important to consult the ISSO as you are considering enrolling in the course so any appropriate authorization can be completed BEFORE beginning the internship. Please contact the ISSO by phone (6-3480) to set up a meeting with an ISSO Advisor.

International students must obtain the signature of an ISSO advisor below before enrolling in 92a/b course.

**This area to be completed by an ISSO Advisor**

**CPT Required**

ISSO Advisor

Signature

Date

## Form for Adding an 92a/b Internship Course (continued...)

### **INTERNSHIP INFORMATION:**

Internship job description and responsibilities:

On-site supervision details (regular meetings, how often, format, documentation, etc.)

Student learning objectives:

1) What skills or abilities do you hope to develop in this internship?

2) How are you going to learn them? (activities/resources)?

### **COURSE INFORMATION:**

Proposed academic work, reading list, and/or required assignments:

Standards for evaluation of course work: