



APPLICATION FOR INTERNSHIP

This application must be completed, with all approval signatures, before a student can register for an internship.

- Undergraduate students who plan to intern in an international location during the fall, spring, or summer term must also complete an internship application on GoGlobal with Global Programs and Studies PRIOR to registration.
- Please read the “Guidelines” sheet carefully before completing this form.
- Submit this completed application to registrar@wheaton.edu.

Name: _____ Student # _____

Classification: _____ Major: _____

Hours completed toward degree: _____

Hours completed toward major: _____

Semester of registration: _____ 20__ __

of credit hours you wish to be registered for: _____ Is this a Practicum? _____

Department in which internship is being taken: _____

Supervising faculty member: _____

Full name and address (street, city, state, zip, country) of organization you will be doing your internship through:

Site location(s) of internship: _____

Work supervisor name: _____

Supervisor's email: _____ Supervisor's phone: _____

Internship dates: From _____ To: _____

Total number of clock hours you will complete in your internship: _____

(40 work hours equates to 1 credit hour. Standard [tuition rate](#) applies for summer internships).

Total clock hours to be completed each week: _____

Internship participation/activity is:

Local (in Wheaton area)

Domestic (U.S.)

International (non U.S.)

Will any portion of your internship take place internationally?

Will you be living on campus?

Will you be registered for other courses at Wheaton during this semester?

What duties will you be performing on your internship and how are they related to your academic major?

What courses have you had that relate to this internship?

Approval Signatures (ALL students must have #1-3):

1. Faculty Supervisor: _____ Date: _____

2. Department Chair: _____ Date: _____

3. Student: _____ Date: _____

4. **International Internships only** (signature from Global Programs and Studies OR Human Needs and Global Resources as appropriate):

GPS: _____ Date: _____

HNGR: _____ Date: _____

International Internship Program Contacts:

Global Programs and Studies (GPS) - GPS@wheaton.edu

Human Needs and Global Resources - HNGR@wheaton.edu



**WHEATON
COLLEGE**
For Christ & His Kingdom

Community Covenant and Statement of Financial Responsibility

Name _____ Address _____

Phone _____ Email _____

Community Covenant

The same standards of conduct that prevail during the school year are maintained during the summer. Candidates for degrees, students living in college housing, and students participating in off-campus/ overseas programs agree, as part of the admission application, to adhere to Wheaton's Community Covenant while enrolled.

Special (non-degree) students enrolled are expected to observe the following standards while on campus or involved in a Wheaton study program: to refrain from the possession or consumption/use of any form of alcohol, tobacco, marijuana, illegal drugs or the abuse of legal drugs; to refrain from all types of gambling; and to exercise responsible freedom in matters of entertainment such as television, movies, video, theater, concerts, dances, and the Internet.

I have read and agree to abide by the Wheaton College Community Covenant during my enrollment as a summer school student as stated above.

Applicant Signature _____ Date _____

Statement of Financial Responsibility

I understand that I am responsible for all my student account charges and agree to comply with all financial policies and conditions published in the College catalog. I understand if my account remains unpaid 60 days after enrollment ceases and I will be responsible for any principal, interest, late charges, and collection costs.

CPOS and credit hour enrollment status will be locked in by your Degree Works records and registration as of the add/drop deadline for the semester. If you drop a B-Quad class prior to the B-Quad drop deadline and your CPOS enrollment status changes (such as if your CPOS-eligible hours go from full-time to part-time), your financial aid will be readjusted. Per federal financial aid guidance, students increasing their enrollment status by adding B-Quad hours will be billed accordingly but the aid will not be increased.

Applicant Signature _____ Date _____

Submit this form to registrar@wheaton.edu.

WHEATON COLLEGE - ASSUMPTION OF RISK, WAIVER, AND RELEASE AGREEMENT

Activity: Domestic Internship with _____

Activity Date(s): _____

Activity Location(s): _____

Assumption of Risk: I am voluntarily participating in this Activity. I understand that inherent dangers and risks exist to which I and/or my property may be exposed by participating in the Activity and while traveling to, from, or during the Activity. For student-led Activities, I understand that there may not be Wheaton College supervision, resources, or transportation for this Activity. Specifically, the risks to me of participating in this Activity include but are not limited to: injuries related to physical exertion; injuries related to the use of facilities and equipment; injuries related/incidental to travel and lodging, injuries related to physical surroundings, insects, animals, biological hazards, blood-borne pathogens, other persons, natural disaster or extreme weather, theft or other criminal acts of third parties, and the provision of food, drink, or shelter. I acknowledge that participating in this Activity may result in serious harm to me, including but not limited to, physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death, and/or damage to my property. **Nonetheless, I assume all risks, both known and unknown to me, of participating in the Activity, including lodging related/incidental to the Activity and travel to, from, and during the Activity.**

Release of Claims and Indemnification: In consideration of my participation in this Activity, to the fullest extent permitted by law, **I hereby forever release, indemnify, and hold harmless** Wheaton College, its Trustees, officers, directors, faculty, employees, instructors, consultants, volunteers, agents, representatives, and all others who are involved, **from any and all present and future claims** (including but not limited to expenses for emergency medical treatment and transportation, property damage, attorneys' fees, or any other loss, liability or damage) arising as a result of my participation in the Activity, including travel to, from, and during the Activity, wherever, whenever, or however the same may occur. **I hereby voluntarily waive any and all claims both present and future, that may be made by me, my family, estate, heirs, or assigns, and I relinquish on behalf of myself, and my spouse, heirs, estate and assigns the right to recover for my injury or death.** This release includes, but is not limited to, claims arising out of my own actions or inactions, those of third parties, or those of Wheaton College.

By participating in the Activity, I agree that I will comply with: (1) Wheaton College policies, codes, and rules, including the Community Covenant, (2) rules specific to the Activity and/or Location, and (3) all instructions provided by Activity leaders/supervisors during the Activity. Additionally, I understand that if I have concerns about my health or ability to participate in any aspect of the Activity, it is my sole responsibility to discuss and address these concerns with a physician before deciding to participate.

I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of the Illinois, and I agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in DuPage County, Illinois.

I affirm that I am of legal age and am freely signing this agreement. **I have read this agreement and fully understand that by signing it, I am giving up legal rights** and/or remedies which may be available to me.

Participant Name: _____ *(print)*

Signature of Participant **Date**



Student Guidelines for Internships

An internship (or practicum) is an excellent way for a student to enhance his or her college experience, explore career possibilities, and prepare for life after college. It is a form of experiential learning that integrates knowledge and theory with practical application and skills development in a professional setting. Internships give a student the opportunity to gain valuable applied experience and make professional connections. Aside from these benefits, a student may also receive a stipend, academic credit, or both.

Academic Internships Policy

To qualify for academic credit, an internship experience must comply with the following guidelines:

- The internship must have a defined beginning and end, include a well-defined job description and formal opportunities for reflection.
- The internship may not be in a business owned by the student's family or in an organization where the supervisor is the student's relative.
- A credit-bearing internship may be paid or unpaid, be dependent on the employing organization's policy.

Furthermore, the following academic policies apply:

- The student must enroll in an Internship or Practicum course, a designation that includes any of the departmental courses titled "Internship" or "Practicum" (including the departmental internship courses numbered XXX 496) as well as the Vocation Practicum course offered by Global Programs and Studies department (GPS 211).
 - The departmental Internship and Practicum courses offer academic credit only if the internship satisfies a requirement towards a declared program.
 - The Vocation Practicum course (GPS 211) offered by Global Programs and Studies grants academic credit for an internship experience that does not satisfy a requirement towards a declared program.
- Each academic program sets the prerequisites and eligibility requirements for their internship course and defines the learning objectives, goals, and curricular components of their internship course, as well as the maximum number of internship hours that can be applied towards a declared program.
- Students must obtain approval for academic credit in advance of the work experience through the department offering the internship course.
- Registration for an internship must occur during the term in which at least 50 percent of the internship will be completed. The student must be registered before the internship begins.

- A minimum of 40 clock hours of work experience is required for each academic credit (e.g., a 4-hour internship requires a minimum of 160 clock hours of work experience). Billing for internship credit is at normal tuition rates.
- Students on academic probation are not allowed to register for an internship course.
- A faculty advisor in the department offering the internship course will be responsible for following the student's progress throughout the internship, communicating with the student's work supervisor, and assigning a final grade on a pass/fail basis, unless otherwise decided by the department.
- A work supervisor on site will be responsible for providing regular performance feedback to the faculty advisor.

Additional Expectations

All students doing an internship must have a faculty supervisor. You are expected to meet with your faculty supervisor a minimum of three times – once before the internship begins to discuss the expectations for the internship, once during the internship, and once at the end of the internship to summarize and evaluate the experience.

While you are participating in the internship, you are expected to communicate with the faculty supervisor regarding the progress of the experience. You will be expected to keep a written daily journal of the experience (or other appropriate record of the tasks accomplished) and to write a final paper which summarizes and evaluates the experience. This paper should include how you were able to integrate your Christian faith with the work experience.

An on-site visit by your faculty supervisor is expected to be made for all internships located within a mile radius of Wheaton. An on-site visit will not be expected for internships located further than 100 miles from Wheaton. A department chair may approve internships at distances further than 100 miles from campus.

Depending on the nature of the internship, a department might expect or require you to work more than the minimum required hours.

Refund Policy

If a student must change the dates of their for-credit internship, those changes must be communicated to the faculty adviser and the Registrar's office in writing as soon as possible after the date change is known to the intern. Students may drop or withdraw from an internship or practicum as follows:

- Prior to 20% of the internship or practicum clock hours being complete, the student may withdraw completely and receive a 100% refund.
- Once 20-70% of the internship or practicum clock hours are complete, the student may withdraw from the internship with a W grade; no refund will be generated.
- Once more than 70% of the internship or practicum clock hours are complete, the student will no longer be allowed to withdraw from the internship.

Termination by the employer for cause or knowingly materially misrepresenting the internship to the College will result in a failing grade, regardless of the percentage of the internship completed.