

Internship Guidelines & Application (IAFF 3195 - Zero Credit)

IAFF 3195 - Zero Credit Eligibility Requirements

- Elliott School undergraduate
- 24 credit hours or more completed in residence at GW
- 2.5 cumulative GPA or higher
- No more than one incomplete on the transcript

Application Materials

Students must submit **these two documents** to Academic Advising and Student Services by the appropriate deadline. *Partial or incomplete applications will not be accepted.*

1. Internship Application (attached)
2. Registration Transaction Form (attached)

Application Deadlines

Summer 2015	Friday, May 29, 2015, 5:00 pm
Fall 2015	Friday, September 4, 2015, 5:00 pm
Spring 2016	Friday, January 22, 2016, 5:00 pm

Grading

IAFF 3195 - Zero Credit is graded Pass/No Pass. The final grade is contingent upon the timely receipt of these two documents by the Elliott School internship coordinator by the evaluation deadline (see next section):

- 1. The student's evaluation form
- 2. The internship supervisor's final evaluation form

The Student's evaluation form will be emailed to the student shortly before the end of the semester. Likewise, the supervisor's evaluation form will be emailed directly to the internship supervisor shortly before the end of the semester. It is the student's responsibility to ensure both evaluations are submitted by the appropriate deadline.

Final Evaluations Due

Spring 2015	Friday, May 8, 2015, 5:00 pm
Summer 2015	Friday, August 28, 2015, 5:00 pm
Fall 2015	Friday, December 18, 2015, 5:00 pm
Spring 2016	Friday, May 6, 2016, 5:00 pm

Internship Application (IAFF 3195 - Zero Credit)

Name: _____

GWid: _____

GW Email: _____ @gwmail.gwu.edu

Phone: _____

Intended Semester:
(Select One)

 Fall Spring Summer

Intended Year: _____

Student Class Status: _____

Degree Program: _____

Completed Credits: _____

Current Cum. GPA: _____

Internship Organization: _____

Address: _____

Supervisor's Name: _____

Supervisor's Phone: _____

Supervisor's Email: _____

Starting Date: _____

Ending Date: _____

Number of Hours per Week: _____

Brief description of the internship and specific responsibilities:

Student/Supervisor's Agreement:

I, the student, certify that I have read the Zero-credit internship guidelines and agree to the terms detailed in this form.

Student's Signature

Date

I, the supervisor, certify that the above named student is working as an intern in my office/organization. I agree to complete an evaluation form, which will be sent directly to me by the Internship Coordinator, at the conclusion of the internship. Also, I agree to the terms detailed in this form.

Supervisor's Signature

Date

Office Use Only

Internship Coordinator's Signature

Date

