Instructions:
1. Complete this entire application AFTER reading page 2.
2. If completing an Internship, attach a proposal to this form. Proposal instructions are included on page 2.
3. Have your Internship supervisor or Readings professor sign the form, or attach an email from them verifying you are completing an Internship or Readings.
4. Bring the completed application to 114 Switzler Hall (9am-noon or 1pm-4pm) or email it to umcasomd@missouri.edu.
5. The office will review your application. If approved, you will be given permission to enroll in the course in myZou. Students must register by the last day to add a course for the semester. To avoid late fees, enroll during the early registration period. These dates are available at http://registrar.missouri.edu/academic-calendar/.

Student Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Graduation date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID#</td>
<td>MU email</td>
<td>Major (Circle): BGS, IDS, INTL_ST Focus/Component Areas:</td>
</tr>
</tbody>
</table>

Internship Supervisor or Readings Professor Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency or MU department</td>
<td>Agency address</td>
<td></td>
</tr>
</tbody>
</table>

Course Information:

<table>
<thead>
<tr>
<th>Term and year:</th>
<th>4940 Internship or 4960 Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this course your Capstone? YES or NO</td>
<td>Number of credit hours? 3 or 6</td>
</tr>
</tbody>
</table>

_______________________________________________  __________________________________________________
Supervisor/faculty signature & date  * Student signature & date

*By signing this document you are verifying you meet the requirements to participate, you have read and understand the policies, and you will fulfill the requirements outlined in the syllabus.

If your internship is in the government or non-profit sector, it may qualify for Service-Learning transcript designation. Please check here to indicate if you are interested in Service-Learning transcript designation for this course. ___ Yes ___ No
Internships 4940 Policies:
- Students must be in good academic standing (a term and cumulative GPA of 2.0 or higher) and cannot be on academic probation to apply for approval of an Internship.
- Students must not have any active Student Conducts holds to apply for approval of an Internship.
- Students may not complete an Internship at an existing position.
- Students must work 50 hours for each credit hour earned.
- Students must fulfill all the assignments outlined in the syllabus and the Internship supervisor must submit a performance evaluation.
- Internships receive a grade of S or U (pass/fail).
- Students may not earn retroactive credit for Internships.
- A maximum of 6 hours of Internship may be applied to graduation.
- A maximum of 12 hours of Internship, Readings, and/or Special Problems may be applied to graduation.
- The Office Reserves the right to deny internship project approval to any student or any internship site it believes will not reflect positively on the University.
- NOTE: Students planning to complete an Internship abroad must complete the steps outlined at https://omd.missouri.edu/?q=internships BEFORE submitting an internship application.

Internship Proposal Instructions: Compose a well-written proposal outlining the details of your internship. Papers should have 1-inch formatting, 12 point Times New Roman font, page numbers, and double-spacing. Address the following specifics in your proposal and attach the document to your internship application. (Length: 250-600 words)
- Who: Name the company or organization for which you are interning and explain what it does. Include your supervisor’s name and position.
- What: Explain the specific tasks you will perform, the responsibilities you will hold, and the assignments you expect to complete during the internship period.
- Where: State the specific location where you will be interning.
- When: Report the days and times during which you will be interning.
- Why: Explain why you think this will be a worthwhile experience. How will you benefit from this experience? How will the company or organization benefit from your work?
- How: How will this internship specifically connect to one or more of the components in your individualized major?

Readings 4960 Description: Students work independently with MU faculty on research and/or professional projects. A student finds a campus professor with whom to work. Together, they create concrete objectives for a meaningful project. The professor guides and supervises the student towards completion of the project and is responsible for awarding a letter grade for the course. A maximum of 12 hours of Internship, Readings, and/or Special Problems may be applied to graduation.

Internship or Readings as Capstone:
- The Capstone must be completed in the final 45 hours of coursework.
- Students must earn a C- or higher or grade of Satisfactory to fulfill the Capstone requirement.
- Students must have a Capstone approved by their academic advisor.
- Students may complete an Internship or Readings without using the hours to fulfill the Capstone requirement.