

LARCH 476 (BLA) + LARCH 601 (MLA) REQUEST FORM

INTERNSHIPS FOR ACADEMIC CREDIT

This form is for students requesting academic credit for a professional internship. A separate form is required for each internship.

Submit form to the Advising Assistant AFTER you have an internship offer from a firm/agency but BEFORE the internship begins.

[This section to be completed by student.]

STUDENT INFORMATION

STUDENT NAME: _____ UW EMAIL: _____

DEGREE (BLA; MLA; MLA/MARCH; MLA/MUP): _____ PHONE #: _____

YEAR STARTED: _____ EXPECTED GRAD. QTR/YR: _____ CURRENT QTR/YR: _____

INTERNSHIP INFORMATION

ORG NAME: _____

ORG STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUPERVISOR NAME: _____ TITLE: _____

EMAIL: _____ PHONE #: _____

DATES OF INTERNSHIP - START DATE: _____ END DATE: _____

TOTAL HOURS PER WEEK: _____ TOTAL # OF WEEKS: _____

Note: Students may request up to 6 credits in one quarter and 9 credits total. Credits are calculated based on the total number of hours interned. 1 credit = 30 hours of internship (ie, 3 hours/week for 10 weeks). If internship is longer than one quarter, indicate how credits should be split. Credits should be calculated based on the total hours interned during that quarter.

QTR/YR REQUESTING CREDITS: _____ # OF CREDITS: _____

QTR/YR REQUESTING CREDITS: _____ # OF CREDITS: _____

ARE YOU DOING MORE THAN ONE INTERNSHIP IN THE SAME QUARTER? YES NO

HAVE YOU SUBMITTED A CREDIT REQUEST FORM FOR EACH INTERNSHIP? YES NO

Comments:

Student signature: _____ Date: _____

The Department Chair reviews all requests for LARCH 476 and LARCH 601 credits and approves all credits earned.

DEPARTMENT CHAIR APPROVE NOT APPROVE

Comments:

Chair Signature: _____ Date: _____