



## **SCHOOL OF INTERNATIONAL SERVICE** **GRADUATE PROGRAMS**

### INTERNSHIP REGISTRATION INFORMATION

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#### **Course Numbers**

- SIS-691: Internship taking place entirely within the United States.
- SIS-692: Internship with any international travel component.

#### **Before Registration**

- Students are responsible for finding their own internships. For assistance finding internships, contact the Career Center at 202-885-1804 or see <http://www.american.edu/careercenter/>. In order for an internship to be eligible for academic credit, it must meet the following criteria:
  1. The internship must take place between the first and last day of the semester in which it is registered. A 3 credit internship requires at least 180 hours of total service. Students requesting to register an internship for more than 3 credits or fewer than 3 credits should consult their academic advisors.
  2. Duties must be 85% substantive in nature (e.g., research, report writing, etc.)
  3. Internships must be related to a student's program of study.
- Students are also responsible for finding a faculty member to supervise the academic component of their internships. Students must work with a faculty member to design the academic work plan that accompanies their internships.
- An internship with any international travel component requires the completion of the Graduate Global Practicum (GGP) and a brief Health & Safety Orientation at the Career Center. The GGP form is available in the Graduate Academic Advising Office or from our website (<http://www.american.edu/sis/advising-grad/graduateglobalpracticum.pdf>). Please consult your academic advisor for more information.

#### **Registration Procedures**

1. Complete **ALL REQUIRED SPACES** on the Internship Registration form.
2. Sign the form, have your internship site supervisor and your faculty supervisor sign, and bring the form (including the completed GGP if applicable) to your academic advisor. Your academic advisor will obtain the Department Chair/Dean signature and submit the form to the Registrar's Office.
3. Return the form to your academic advisor as soon as possible. Please note the deadlines listed on the Academic Calendar (<http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm>). If the internship is the only course for which you plan to register in a semester, the deadline to register without a late fee is the Friday before the first day of classes. Tuition charged for the internship is the same as the normal tuition rate.

#### **International Students on F1 or J1 Visas**

- A representative from the International Student and Scholar Services Office must sign your Consent and Release Form.
- For a paid internship, you will need your academic advisor to complete a Curricular Practical Training (CPT) Departmental Internship Verification Form.
- International students may not register the same paid internship across multiple semesters.



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REGISTRATION CHECKLIST

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**Please complete the checklist.**

**REGISTRATION ACTIONS.** If you are dropping or exchanging a course in conjunction with the registration of this project, you must attach a completed add/drop form to your registration paperwork. This action cannot be taken after the internship registration deadline. Please check the box below and note the course you wish to drop or exchange (including course number, section number and title):

\_\_\_\_\_

**HUMAN SUBJECT RESEARCH.** If any portion of your research involves human subjects as defined by AU’s Institutional Review Board (IRB) for the Protection of Human Subjects, your research must receive prior approval by the IRB or its designee. To determine whether your research qualifies or to whom you should apply for review, please consult <http://www.american.edu/irb/>

Please check the box to indicate that you are familiar with American University’s policies on human subject research.

**INTERNSHIP LOCATION.** If any part of your internship will take you outside of the U.S., then you must schedule and attend an appointment with the Career Center’s International Internship Advisor **prior to registration.** Call 202-885-1804 to arrange an appointment and ask the Career Center staff member to note that you need the international internship orientation. A representative from the Career Center will sign as *Internship Advisor* on the Internship Registration form.

You will also need to complete the Graduate Global Practicum (GGP). If you are traveling to a high risk destination, you will also be required to submit an acknowledgement of risk and evacuation plan. Your advisor must sign below confirming receipt for your internship registration to be processed.

Will any part of your internship take place outside of the United States?

Yes                      No

If yes, please attach the Graduate Global Practicum.

GGP received: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Academic Advisor signature)*

**ACADEMIC INTEGRITY.** Standards of academic conduct are set forth in the University’s Academic Integrity Code. By registering for the internship the student acknowledges their awareness of the Academic Integrity Code and is obligated to become familiar with their rights and responsibilities as defined by the Code. This includes understanding and recognizing plagiarism. Please see your faculty supervisor if you have any questions about the academic violations described in the Code in general or as they relate to particular requirements for this course. More information on academic integrity can be found at <http://www.american.edu/academics/integrity/index.htm>.

Please check the box to indicate that you are familiar with American University’s academic integrity standards.

**INTERNSHIP/COOPERATIVE EDUCATION REGISTRATION FORM**Student \_\_\_\_\_ AU ID# \_\_\_\_\_  
(Last) (First)

Phone \_\_\_\_\_ e-mail \_\_\_\_\_ @ \_\_\_\_\_

Local Address \_\_\_\_\_  
Apt # Street City State ZipcodeTerm:  Fall  Spring  Summer 20\_\_\_\_ International Student F-1 or J-1 visa  Yes  No**Course Information** Course # \_\_\_\_\_ - \_\_\_\_\_ Credits \_\_\_\_\_  A-F  Pass/FailFaculty supervisor \_\_\_\_\_  
(Last) (First)Internship/Co-op Title \_\_\_\_\_  
(30 characters or fewer)

Brief description of internship/co-op:

**Internship/Co-op Organization Information** Organization \_\_\_\_\_Address \_\_\_\_\_  
Room/Suite # Street City State ZipcodeSite Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
(Last) (First)

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_ @ \_\_\_\_\_

**Work Schedule** Inclusive dates from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week \_\_\_\_\_Days each week (check all that apply)  M  T  W  Th  F  S  SuWill any part of this Internship/Co-op experience be outside of the US?  YES  NO Location \_\_\_\_\_  
City/Country**Required Signatures**

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Internship Advisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS TO STUDENTS**

Obtain all required approvals and submit this completed form to the Registrar's Office. You will receive confirmation by e-mail when your registration has been processed. Additional documentation may be required by the academic department



AMERICAN UNIVERSITY  
WASHINGTON, DC

INTERNSHIP/COOPERATIVE EDUCATION CONSENT AND RELEASE FORM

Student \_\_\_\_\_ AU ID# \_\_\_\_\_  
(PLEASE PRINT)

Course # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Term:  Fall  Spring  Summer 20\_\_\_\_

Organization \_\_\_\_\_ International student F-1 or J-1 visa  Yes \*  No

The following Agreement is designed to protect all participants in American University’s internship/cooperative education programs, including students, faculty members, American University and the agencies and individuals cooperating with the University. You, as the student, must sign this form, with parental or guardian approval if you are under the age of eighteen (18), to indicate agreement and permission to participate.

I understand that participation in this internship is entirely voluntary and that any such internship program involves some element of risk. I agree that in consideration of American University sponsoring this activity and permitting me to participate, I will indemnify, defend and hold harmless American University, its officers, agents, employees, successors and assigns from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of any travel or activity conducted by or under the auspices of this internship program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by the required insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

**Required Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

If under age of 18  
Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_  
(PLEASE PRINT)

\* Note: International students in F-1 or J-1 visa status must obtain authorization from International Student Services (ISS) before registration for this internship will be accepted.

International Student Services (ISS) \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS TO STUDENTS**

Obtain all required approvals and submit this completed form to the Registrar’s Office along with a completed Internship Registration form.



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**DESCRIPTION/PERCENTAGE OF DUTIES.** Summarize your duties in the space provided below and indicate the percentage of time you expect to devote to each activity (e.g., “80% conducting research for human rights campaign). Descriptions without percentages will *not* be accepted. Alternatively, you may attach a letter or e-mail from your internship site supervisor outlining your duties and the percentage breakdown. For students undertaking internships in conjunction with current employment, the internship duties *must* be both beyond the normal scope and standard duties of your job and relevant to your academic program.

%
%
%
%
%

To the Internship Site Supervisor: *Your signature certifies that you have reviewed the job description above and that you agree to provide a written evaluation of the student’s performance. The performance evaluation form and evaluation instructions will be provided by SIS.*

Signature of Internship Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Internship Site Supervisor: \_\_\_\_\_

**RELEVANCE TO PROGRAM.** In the space provided below, please explain the relevance of your duties to your academic program. How does this internship relate to your concentration/related field? What skills will you be using and how do they develop your understanding of the field? What do you expect to gain from this internship?

**ACADEMIC WORK PLAN.** In addition to completing the normal duties required by the internship, students must also submit written academic work to their faculty supervisor. In the space below, please outline the academic work you and your faculty supervisor have agreed upon. Please have your faculty supervisor initial to indicate his or her consent.

Faculty Initials \_\_\_\_\_