

Internship Checklist (This document to be completed by student and submitted along with all necessary paperwork.)

Bring to: Melanie Canfield, Dobo Hall 1004B or email all documents to canfieldm@uncw.edu

Student's Name: _____

ID #: _____

Date: _____

Term/Semester in which internship will be completed: _____

Forms Required--need all bulleted items listed for each form:	Yes/No	Comments (ex: site previously approved)
Site Approval Form		
<ul style="list-style-type: none"> Name of site/what site does/opportunities for student Site supervisor's name listed Site Supervisor's resume/electronic resume attached 		
Permission to Enroll Form (frontside)		
<ul style="list-style-type: none"> Student's name and ID Number of credit hours & term in which will be completed Faculty member's name and contact information Student's signature Site supervisor completed the 2 box areas at bottom 		
Permission to Enroll Form (backside)		
<ul style="list-style-type: none"> Faculty supervisor has completed the 3 box areas at top GPA/number of hours verified by faculty supervisor (at least 2.00 & junior standing) Site supervisor's signature Faculty supervisor's signature 		
COVID-19 Student Waiver Form		
<ul style="list-style-type: none"> Signed by student 		
COVID-19 Site Approval Waiver Form		
<ul style="list-style-type: none"> Signed by site supervisor 		

Additional information:

- Students are responsible for finding their own internship.
- Internship must be hands-on where student is learning about some aspect of Biology (no filing, answering phones, sweeping the floors, etc.).
- Shadowing is NOT an internship.
- Can earn up to 12 credit hours BUT only 3 hours maximum will be applied toward Biology electives.
- Students do not enroll for an internship on Seonet. Once all paperwork has been submitted, it will be placed on a student's schedule as BIO 498 Internship by the Registrar's office.
- Internship must be completed in the semester it is on a student's schedule. For example: cannot complete an internship over the summer and have it placed on a fall schedule.
- Students are charged tuition for an internship because UNCW will be issuing college credit.
- Grade is a Pass or Fail.
- Can be paid or unpaid.

Prerequisites:

- Overall GPA of at least 2.00 and Junior or senior standing

Minimum Hour commitment (fall/spring semesters):

- 1 credit = 3 hrs/wk
- 2 credits = 6 hrs/wk
- 3 credits = 9 hrs/wk

Minimum Hour commitment (over entire summer/8 weeks):

- 1 credit = 6 hrs/wk
- 2 credits = 12 hrs/wk
- 3 credits = 18 hrs/wk

Minimum Hour commitment (over 1 summer session/4 weeks):

- 1 credit = 12 hrs/wk
- 2 credits = 24 hrs/wk
- 3 credits = 36 hrs/wk

Deadlines for submitting paperwork:

- Fall semester: August 1st
- Spring semester: Dec 1st
- Summer Session I: May 1st
- Summer Session II: June 1st