WASHINGTON COLLEGE
EST. 1782

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FOR-CREDIT INTERNSHIP / OFF-CAMPUS RESEARCH REPORTING FORM

Students use this form to register for an internship or off-campus research experience. It replaces the Drop/Add slip used in the past. It must be submitted to the Assistant Dean for Academic Initiatives in advance so that you can be officially registered to receive academic credit. The internship must consist of at least 140 work hours, whether compensated or uncompensated.

Instructions:

1. Complete and submit this form to the Assistant Dean for Academic Initiatives, who will send a copy to the Registrar.
2. Students registering for multiple internships/research opportunities must provide a separate form for each experience.

A. Student Information

Last Name	First Name	MI	Washington College ID#
Degree Program / Major	Start Term at WC	Current Class Year	Date of Birth (mm/dd/yy) / /
Email Address	Telephone Number	Campus Box #	

B. Organization and Course Information

Organizational Name	Organizational Address	
Site Supervisor Name	Site Supervisor Title	Industry/Field
Email Address	Telephone Number	❑ WC Alumna/Alumnus ❑ WC Parent ❑ Friend of the College ❑ None of these
Start Date of Internship/Research	End Date of Internship/Research	Site Supervisor's Connection to WC

Faculty Internship/Research Mentor Name	Course Number	No. of Credits	Pass/Fail?

C. Internship/Research Information

Is the experience supported by a Washington College funding source? ❑ Yes ❑ No Award Amount: _____

Purpose: ❑ Airfare ❑ Ground Transit ❑ Meals ❑ Lodging ❑ Other (please specify): _____

D. Required Signatures

Student Signature	Date
Assistant Dean Signature	Date

FOR OFFICE USE ONLY

Date received: _____ Date Completed: _____ ❑ Copy to Registrar's Office

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