

Hood College Graduate Application for Elective Internship (597)

Step 1 – complete the top portion of this form and submit to the registrar’s office at hoodgrad@hood.edu with a copy of your official employment offer letter.

Name: _____ Student ID#: _____

Graduate Program: _____ Email: _____

Select the course number:

_____ BMS 597 _____ CSIT 597 _____ CYBR 597 _____ HUM 597
_____ ITMG 597 _____ MGMT 597 _____ PSY 597

Number of credits (1-6): _____ Term and Year (if summer, specify which term): _____

Internship start date: _____ Internship end date: _____

Student Signature: _____ Date: _____

Step 2 - Academic Screening by Registrar’s Office

| | | |
|--|-----|----|
| Student is a degree candidate: | YES | NO |
| GPA is at least 3.0: | YES | NO |
| Student completed one semester of non-foundational graduate coursework: | YES | NO |
| Student fulfilled minimum credit and GPA requirements for the specific course: | YES | NO |
| Number of internship credits completed previously: _____ | | |

Registrar’s Office Signature: _____ Date: _____

Step 3 - Employment Verification by Career Center

| | | |
|---|-----|----|
| Employer has been verified: | YES | NO |
| Position and offer has been verified: | YES | NO |
| Comments (may be submitted separately via email): | | |

Career Center Signature: _____ Date: _____

Step 4 – Academic department approvals

Hood Instructor’s Name (printed): _____

Hood Instructor’s Signature: _____ Date: _____

Program Director’s Signature: _____ Date: _____

PDSO Signature (F1 Students Only): _____ Date: _____

Step 5 - Final Registrar Review and Processing

Approved: YES Registration Processed: _____ Internship Time Sheet Provided: _____

Approved: NO (explanation to be provided via email)

Registrar’s Signature: _____ Date: _____