



Tufts Career Center Internship Credit Registration Form

This form must be signed by the student and supervisor, and submitted to the Career Center **prior to both the beginning of the internship & the semester deadline.**
Email completed form to internships@tufts.edu.

STUDENT INFORMATION

Student Name:	Student ID #:
Major:	Class Year:
Email:	Phone:

I am currently enrolled at Tufts: Full Time Part-Time I am currently on leave

If you are an international student:

Semester in which you are applying for credit, and Deadlines (please check one):

Fall -- Deadline: October 1 **Spring -- Deadline:** February 15 **Summer-- Deadline:** July 1

Please Note: Tufts Career Center Internship Credit program requires interns to complete 75 hours at a fall or spring internship site or 150 hours at a summer internship site.

SUPERVISOR/EMPLOYER INFORMATION

Name of Internship Organization *(List name exactly as you want it to appear on your transcript):*

Supervisor's Name:	Title:
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Employer Address:

Supervisor's Email:	Phone:
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Intern's title:	Hourly wage:
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Start Date:	End Date:	Hours/week:
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Internship will be performed: On site Remotely Combination of On-site and Remote

INTERNSHIP DESCRIPTION AND GOALS

Please provide a detailed description of your internship responsibilities, expected learning objectives, the amount of supervision/mentoring student will receive, and opportunities for professional development.

Internship Description including Intern Responsibilities:

Learning Objectives (Include career and skill development goals):

Frequency of Supervision/Mentoring:

Opportunities for Professional Development (Lunch & Learns, conferences, etc.) if available:

Student and Supervisor Agreement

I understand the required number of hours, and that the Tufts Career Center Internship Credit program offers a student official recognition of their internship (not counting toward graduation requirements) on their transcript after satisfactory completion. I agree to complete an evaluation near the conclusion of the internship.

Student's Signature

Date

Supervisor's Signature

Date