### **INTERNSHIP REQUEST FOR APPROVAL**

To be submitted to **the Registrar** before the end of the drop/add deadline. Please note that in order to participate in an internship, a student must not be on disciplinary or academic probation.

I STUDENT/COURSE DESCRIPTION

Submission of this form <u>does not</u> constitute registration for the internship. Upon approval of the internship, the student must ensure that she or he is properly registered for an internship in consultation with the academic advisor and Registrar.

I. STUDENT/COURSE DESCRIPTION	
Student's Name	ID#
Class of 20 Student's Major or Proposed Ma	ajor
Term: Fall Spring Summer Year: 20	
Department/Program in which study is to be underta	aken
Course Level: 300 400 Number of Cour	rse Credits to be Granted
Previous Internship (if applicable): Department	Number of Credits
*Prerequisite Courses (to be completed by Faculty In	nternship Supervisor)
Faculty Internship Supervisor Name	
Indicate a brief descriptive title that will be typed on	the student's academic record (no more than 40 characters)
II. INTERNSHIP DESCRIPTION	
A letter containing a copy of the job description (TYPE)	D ON THE COMPANY LETTERHEAD), to be supplied by the
on-site supervisor, must be attached to this form. The le	etter must succinctly describe the internship program and the
manner in which it will be supervised and evaluated. Yo	our signature on this form indicates that you have read and
understood the attached regulations as well as the expect	tations of the internship site.
Number of weeks on the on-job experience	Number of hours per week

#### III. INTERNATIONAL STUDENT NOTICE

### Students who are not U.S. citizens must read the following:

If a qualified non-citizen wishes to receive payment in lieu of credit for an internship, he/she must receive employment authorization from the U.S. Citizenship and Immigration Service (USCIS). A qualified non-immigrant applying for permission to accept or continue employment must see Erin Hoffman, Director of Intercultural Relations, (x5207 or hoffman@lakeforest.edu) who will file the appropriate forms with the USCIS.

Student's Signature	Date
Student's Advisor	Faculty Internship Supervisor
	The Internship Supervisor must sign this form to indicate that the student has at least a C average in all prerequisite courses listed above.

### **Director of Intercultural Relations**

The Coordinator of International Admissions must sign this form <u>for all non-U.S citizens</u> who are not permanent residents. This signature indicates that the international student has met with the Coordinator, has completed the appropriate pre-practical training process and has been approved.

### **Director of In the Loop Program**

The Director of In the Loop must sign this form *only* for students completing an internship as a part of the In the Loop program.

## Associate Vice President for Career & Professional Development/Director of Internships

The Director of Internships will be the last signature for all students interested in completing an internship for credit. Contact the Career Advancement Center for available drop-in hours.

### LAKE FOREST COLLEGE

Lake Forest, Illinois

### Internships, Practicums, Student Teaching, and Off-Campus Programs

### IMPORTANT STATEMENT ABOUT HARASSMENT

Lake Forest College is opposed to and will not tolerate any harassment of an ethnic, racial, sexual, age-based or religious nature directed towards anyone on its campus. Because the College is unable to monitor off-campus behavior, should you experience or observe any harassment during your internship, practicum, student teaching or off-campus program, you are encouraged to notify your faculty supervisor, study abroad coordinator or any Director at the College. Although the College will not be able to assert a right on your behalf, it will take appropriate steps to assist you in handling the situation.

Notwithstanding this, you are encouraged to seek the advice of an attorney should you feel the matter warrants such attention. If you have any questions about this policy, please contact the Office of Student Affairs. My signature below indicates that I have read and understand the above. Student's Signature Please Print Name IMPORTANT STATEMENT ABOUT BEHAVIOR POLICY All Lake Forest College students participating in off-campus internships are bound to adhere to the policies set forth in the Student Handbook. Lake Forest College policies apply to Lake Forest College students at all times. Internship sites may have their own policies on drug and alcohol abuse and sexual harassment. It is the student's responsibility to learn about the site's policies and to abide by them. Students who involve themselves in conduct that violates the College policies may be dismissed from the internship program immediately, receiving a failing grade for the internship. In addition, any student who violates college policies while away may face potential disciplinary action upon returning to campus. I have read and understand Lake Forest College policies concerning behavior during my internship. Date \_\_\_\_\_ Student's Signature

Please Print Name

# ACKNOWLEDGEMENT OF RESPONSIBILITIES AND WAIVER OF LIABILITY Lake Forest College

gnature Date	
pelow, I acknowledge that I have read this entire document, that I have had an opporture hat I understand its terms, that I agree to the terms stated, that by signing I am egal rights I might otherwise have, and that I have signed it knowingly and voluntarily.	
This Agreement is to be construed in accordance with the laws of the State of Illinois. If any ont is held invalid, the balance of this Agreement shall continue in full legal force and effect.	y portion of
us	
I, individually, and also in behalf of my parents or guardians, heirs, successors, assigns and es, hereby agree to indemnify, defend and hold harmless the College and its employees, agen representatives (in their official and individual capacities) from any and all liability, loss, duding attorney's fees, that they or any of them in cur or sustain as a result of any claim spenses or costs, including attorney fees, which arise out of, or are in any way connected in the above mentioned internship, unless said liability, loss, damage or expense results for recklessness on the part of the College or its employees, agents, officers, trustees or represent	ts, officers damage on set to set of the set
In consideration for my participation in the above-mentioned internship, I, individually, and a parents or guardians, heirs, successors, assigns and personal representatives, hereby releas arge the College and its employees, agents, officers, trustees and representatives (in their officionacities) from any and all liability whatsoever for any and all injuries, illnesses, damages, loss ath) I sustain to my person or property or both, including but not limited to any claims, actions, do costs, including attorney fees, which arise out of, result from, occur during or are connected in my participation in the above-mentioned internship. I understand that this release is intended to inclusive as permitted by the laws of Illinois.	e and ial and ses lamages, n any
iability and Indemnification	
I understand that my participation in the above -mentioned activity is elective and voluntary, isks not associated with study on the College's campus, including, but not limited to, risks associated as a sociated with study on the College's campus, including, but not limited to, risks associated with enternship destination, whether by train, bus, private auto, airplane, etc. I recommend all such risks. I agree to conduct myself in accordance with College policies and procedum in good health and have no physical condition that would prevent participation in this internst to use my personal medical insurance as a primary medical coverage payment if accident or in sent to emergency medical treatment if such care is required.	ciated with ognize and ıres. I hip. I
nowledgements	
E, the undersigned Student hereby acknowledges and agrees as follows:	
will be doing an Internship atsemester ofas part of his/her academic curriculum;	-
Lake Forest College (the "College") sponsors internships in off-campus locations in Lake Count go and elsewhere, and encourages students to take advantage of the educational enrichment th	
will be doing an Internship atsemester ofas part of his/her academic curriculum;	

Please Print Name