**Center for Experimental Humanities at NYU**

**INTERNSHIP APPROVAL**

Please complete the following steps to obtain department approval for your internship:

1. To this form, please attach a 500-word learning agreement that *must contain the following*;
   - Mutually agreed-upon description of the student’s activities in the internship
   - Duration and hours of the internship (cannot exceed 20 hours per week in fall and spring semesters)
   - Language describing how the internship relates to the student’s academic program with a clearly defined list of learning objectives and goals
   - Acknowledgment of the on-site supervisor’s commitment to provide at least one written evaluation of the student’s effort to his/her program at the end of the semester.

2. Review the following guidelines about credit correlation. Credit equivalency of **1-4 credits** for work in the internship will be determined in consideration with CEH faculty
   - **5-10 hours** of internship work/week plus 4-8 pg report valid for consideration of **1-2 credits**
   - **10-20 hours** of internship work/week plus 8-15 pg report valid for consideration of **3-4 credits**.

3. In addition to the information on this form, please review the official syllabus in order to ensure all departmental requirements are met.

4. Obtain an agreement signature from your work supervisor.

5. Submit this form for signed approval by your CEH Faculty Advisor **and** the CEH Director.

*On the back of this form space is provided to obtain required signatures*
On-site Supervisor Agreement-

This signature is indicative of the on-site supervisor’s commitment to provide at least one written evaluation of the student’s effort to his/her program at the end of the semester.

On-site Supervisor Signature and email contact

Date

CEH Faculty Advisor Agreement-

This signature is indicative of the faculty advisor's commitment to submit a grade for the student at the end of the semester.

Faculty Advisor Signature

Date

CEH Director Approval-

Signature

Date