

# INTERNSHIPS FOR ACADEMIC CREDIT

## PRE-REGISTRATION WORKSHEET

When registering for your internship course you will need to provide specific information about your internship. Prior to registering, please take a moment to fill in the information below. Once this worksheet is complete, register for your internship course online at [registrar.csp.edu/internship-registration-form](http://registrar.csp.edu/internship-registration-form).

### ABOUT THE ORGANIZATION

Organization name \_\_\_\_\_

\_\_\_\_\_

Organization address \_\_\_\_\_

\_\_\_\_\_

Organization website \_\_\_\_\_

\_\_\_\_\_

Site supervisor/employer name \_\_\_\_\_

Site supervisor/employer phone number \_\_\_\_\_

Site supervisor/employer email address \_\_\_\_\_

\_\_\_\_\_

### INTERNSHIP INFORMATION

Title of internship position \_\_\_\_\_

Position description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Term you will complete the internship \_\_\_\_\_

Hours per week estimated/planned to work at internship \_\_\_\_\_

Number of credits you will be registering for \_\_\_\_\_

*If you are unsure on which term to complete your internship or how many credits to register, please reach out to your academic advisor.*

### INTERNSHIP LEARNING OUTCOMES

Concordia University, St. Paul has established three learning outcomes that all internship experiences must meet in order to be accepted for academic credit. In the space below, please indicate the activities/tasks that you will engage in during your internship that will help you achieve that outcome.

*As a result of the internship experience, I will*

**Apply academic knowledge to the internship experience.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As a result of the internship experience, I will*

**Develop and strengthen skills for professional growth in the field.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As a result of the internship experience, I will*

**Explore professional opportunities within the field.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*If you are unsure if your internship will be approved for academic credit, please reach out to your university supervisor.*