

*does not meet
 History in the Wild requirement*

The School of Historical, Philosophical and Religious Studies encourages students to pursue internships related to their career aspirations. Internships provide practical and professional experience for students that complement their formal academic course-based studies. Depending on the internship site, internships may be voluntary or paid.

For more information regarding the internship process, please visit shprs.asu.edu/content/internships

CREDIT HOURS

The number of credit hours received for an internship is based on the total internship hours completed. **45 internship clocked hours = 1 ASU credit hour.** Standard ASU tuition policy is applied to credit hours.

Hours must be completed by the 'Classes End' date, of that term, so grades may be posted in a reasonable time frame.

Arizona State University Academic Calendar: students.asu.edu/academic-calendar

Credit Hours	Total hours for FALL/SPRING/SUMMER	Hours per week (for 15 weeks)
1	45	3
2	90	6
3	135	9
4	180	12
5	225	15
6	270	18

INTERNSHIP ADVISOR & INSTRUCTOR

The school's internship advisor is different from the internship instructor. The advisor will provide approval to conduct the internship and clear students to enroll in the course.

The internship instructor will receive verification of completed hours and assign the final grade.

PASS/FAIL GRADE

The pass/fail grade is intended to broaden the education of liberal arts and sciences undergraduates by encouraging them to take advanced courses outside their specializations. A grade of "Y" (pass) contributes to a student's earned hours but does not affect the GPA. A failing grade is computed into the GPA.

The following conditions apply:

- Enrollment for the pass/fail must be indicated during registration and may not be changed after the drop/add period.
- A maximum of 12 credits taken for pass/fail may be counted toward graduation.
 - This includes other pass/fail courses completed through other departments.

INSTITUTION DATES & DEADLINES

It will be at the discretion of the internship site supervisor to excuse the student for any holidays or breaks recognized by the institution. The student will need to inform the internship supervisor and instructor for any planned time off.

The site may require the student to complete hours on weekends and/or evenings if pre-arranged.

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STUDENT CONTACT INFORMATION

Student Name		Phone Number	
10 Digit ASU ID		E-Mail Address	

SITE INFORMATION

Site Name			
Supervisor			
Site Address			
Phone		E-Mail Address	

INTERNSHIP DUTIES & EXPECTATIONS

IN ONE OR TWO SENTENCES, PLEASE SUMMARIZE HOW THIS INTERNSHIP TIES INTO YOUR MAJOR STUDIES & GOALS.

CREDIT HOURS

See chart from page 1 to determine credit hours. Total credit hours are not adjusted for A or B sessions.

Prefix	HST <input type="checkbox"/>	REL <input type="checkbox"/>	PHI <input type="checkbox"/>	JST <input type="checkbox"/>	Credit Hours				
Term	Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Session	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	Year	

STUDENT AGREEMENT & SIGNATURE

By signing, I affirm that all statements are true and that I will complete the noted internship hours.

Name (printed)			
Signature		Date	

SITE SUPERVISOR AGREEMENT & SIGNATURE

By signing, I affirm that all statements are true and that I agree to sponsor the student listed for a School of Historical, Philosophical and Religious Studies Internship and agree to provide verification and evaluation of student intern hours.

Name (printed)			
Signature		Date	