Application to receive credit hours for an Internship

Please submit this form to the instructor for the Internship section you plan to enroll in (GIS 4200, GEOG 4200, or METR 3890) for approval. You must attach a letter from your internship supervisor confirming your internship.

After you receive approval, send an electronic copy of this form to the A&GS Dean’s Office (mahempe@ou.edu) and to your academic unit as well:

- Meteorology: Shelby Hill sheill@ou.edu
- DGES: Jamie Steele janie@ou.edu

Please note:
- You are required to e-mail your internship instructor brief weekly reports to document your progress in the internship.
- At the end of the internship, you must submit a report to your internship instructor that includes:
  - The nature and scope of the work you performed
  - What you learned and how it relates to your education at OU
  - How the internship experience has affected your career plans
- Your instructor will also request that your internship supervisor provides a written evaluation of your job performance at the completion of the internship.
- Instructors may require additional assignments at their discretion.

Last Name______________________________ First Name______________________________

Student ID ____________-__________-__________ E-Mail______________________________

Major ___________________ Retention G.P.A. _____________ Overall Hours Earned_________

Faculty Advisor (Meteorology majors only): ____________________________

I am applying to earn: 1 hour__________ 2 hours__________ 3 hours__________ of internship credit for fall________ spring________ summer________, 20_______ for an internship at: (Name of company) ____________________________

starting on or about ________________, 20___ and ending on or about ________________, 20___.

My direct supervisor will be:
Name: ____________________________________________________________
Title: _____________________________________________________________
Address: __________________________________________________________
City:____________________ State:____________________ Zip:_________________
Phone: ___________________ Email: _________________________________

Provide a brief statement that includes the nature of work you will be performing during this internship and how it relates to your education at OU:

Student Signature ___________________________________________ Date____________________

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Instructor: Approved____ Denied____ Reason:____________________________________________

Advising Office: Student cleared to enroll in:

_______GEOG 4200 Number of Hours___________
_______GIS 4200 Number of Hours___________
_______METR 3890 Number of Hours___________

Internship Instructor ____________________________ Date____________________