

Bard College  
Petition for Recognition of Internship

Use this form if you are completing a formal, supervised internship that involve at least 40 hours of work. You may request either 0.5 academic credits\* or non-credit bearing transcript recognition.\*\* Neither form of recognition is available for work performed through Bard College or for work conducted on any of Bard's campuses.

***\* Students who earn academic credit for internships will be charged a fee per ½-credit unit and may earn no more than 4 credits total from internships towards the undergraduate degree.***

***\*\*There is no fee for transcript recognition.***

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Have you moderated? Y      N      Current level:    FY      SOPH      JR      SR

Internship Site: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Average number of hours to be worked per week \_\_\_\_\_

Please indicate which form of recognition you are requesting and initial where appropriate:

\_\_\_ Academic credit

- \_\_\_ I understand that I will earn 0.5 academic credits for this internship.
- \_\_\_ I understand that I will be required to pay a fee, set by the Student Accounts Office, in order to receive the credit.
- \_\_\_ I understand that I may earn a total of no more than 4 internship credits towards the undergraduate degree.
- \_\_\_ I understand that I will not receive credit until the internship is completed and a supervisor's report has been submitted to the dean of studies office.

\_\_\_ Non-credit bearing transcript recognition

- \_\_\_ I understand that I will not receive academic credit for this internship.
- \_\_\_ I understand that I will not receive recognition until the internship is completed and a supervisor's report has been submitted to the dean of studies office.

What are your anticipated duties?

What are your reasons for pursuing this internship?

Dean of Studies approval: \_\_\_\_\_

date: \_\_\_\_\_