Students may receive transcript credit for off-campus internships for which credit is an eligibility requirement for the internship. The following criteria apply:

1. Internships must be approved in advance of the start of the internship by the GS advisor.
2. Students must be in good standing within the School.
3. Internships must entail a minimum of 40 hours of work during the semester.
4. Internships must be non-remunerative.
5. The student must be registered at the Center for Career Education and attend at least two career-related workshops or individual career counseling sessions at CCE during the period of the internship.
6. Student may be approved for up to three internships during their tenure at GS but no more than one per semester.
7. In order to receive transcript credit, two confirmation forms must be received by your advisor within the GS Dean of Students Office within one month of the completion of the internship:
   a) Certification from CCE of the student’s attendance of at least two CCE workshops or one-on-one counseling sessions during the internship period (students are advised to get this certification on a rolling basis and to submit their GS advisor immediately after attending a workshop);
   b) A confirmation on letterhead stationery signed by the internship supervisor. The confirmation letter must include the following information: student’s name, brief description of the internship, duration of internship (dates; number of hours and weeks), and a statement that the internship was non-remunerative. The student is responsible for making sure this confirmation is received by the Dean of Students Office.

Name of Student__________________________________________ Date ________________

Email address_____________________________________________________

GS Advisor_________________________________________________________

Internship Site_______________________________________________________

Internship Supervisor_________________________________________________

Internship Term/Year__________________________________________________

Brief description of internship duties (or attach description):
________________________________________________________________________
________________________________________________________________________

Expected hours and duration of internship: ________________________________

TO: Internship Supervisor
FROM: Dean of Students, Columbia University School of General Studies

_________________________________________ ___________________________

Advisor’s signature date

Internship Credit Approval Form

□ Yes □ No
Student is in good standing.

□ Yes □ No
Internship is non-remunerative.

□ Yes □ No
Adv. Initial & date
# Internship Credit Approval Form

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<th>Description</th>
<th>Name of CCE Representative</th>
<th>Signature of CCE Representative</th>
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Rev. August 2010