

# IDH 4940

## REQUEST FOR HONORS INTERNSHIP CREDIT

### I. Internship Proposal

In addition to the application found on page 2, you must submit a 1-page, double-spaced proposal that includes the following:

- A. Name and UFID in the upper right corner
- B. Duties and responsibilities of the proposed internship including- Pre-professional tasks you will complete; Supervision or mentoring provided; Opportunities for training and education. Provide enough detail that the Internship Coordinator can determine the validity of the work.
- C. How this internship will assist you with your future career or academic goals

### II. Approval/Denial of Application

- A. Approval is not guaranteed. The internship proposal, credits requested, and minimum GPA (3.0) will be considered. Shadowing, research, and part-time jobs do not qualify for this credit.
- B. Internships should not be a continuation of a previous internship. Continuations will not be considered unless you are in a new division/department with different duties and responsibilities.
- C. Students may not change internships. If you are unable to complete the necessary hours, you must drop the credit. If you need to reduce the number of credits you are seeking after drop/add, fill out a Course Schedule Change Form and contact the Internship Coordinator. Tuition will not be refunded.
- D. The deadline to apply is 3 weeks after the end of drop/add during the term of your internship. Note: There is a late fee assessed by the Registrar's Office for students who register during drop/add or later if they are not previously registered for classes that semester. Additional fees may be assessed by Student Financial Services if fees are paid late.
- E. The Honors Program will not award credit for an internship if you are receiving credit from another department.
- F. College of Journalism and Communications students are required to present a letter from an academic advisor or department chair approving the credit with their application.

### III. Notification of Approval/Denial

Allow at least 2 business days for processing. Once your application is approved, the Internship Coordinator will register you for the requested number of credits. Check ISIS to see that the credits appear on your schedule as this is the only confirmation you will receive. If your application is denied, the Internship Coordinator will contact you via email.

### IV. Grading

Grading is on an S/U (pass/fail) basis. Courses taken for S/U will not apply to major requirements. Grading is based on participation (letter from your supervisor) and completion of 2 assignments listed on the course website in Canvas. You will have access to the course website at the start of the semester in which you are enrolled. Assignments and supervisor letter must be submitted via Canvas by the last day of classes for the semester you are registered.

### V. Credits

The following chart refers to the number of credit hours you may request based on the number of internship hours you will work. You are responsible for paying per credit and normal tuition applies to internship credit.

Credit	Internship Hours
1 credit	> 45 hours/semester
2 credits	> 90 hours/semester
3 credits	> 135 hours/semester
4 credits	> 300 hours semester
5 credits	> 450 hours/semester
6 credits	> 600 hours/semester

### VI. Inquiries

After reading the application thoroughly, direct all questions to the Internship Coordinator, Kristy Spear at [kspear@honors.ufl.edu](mailto:kspear@honors.ufl.edu).

**IDH 4940**  
**HONORS INTERNSHIP CREDIT APPLICATION**

**STUDENT INFORMATION**

Name	UFID
Email	Phone
Major	College

**INTERNSHIP INFORMATION**

\_\_\_\_\_  
 Name of the company/organization

\_\_\_\_\_  
 Complete address

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

Supervisor's email address	Supervisor's phone number
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Average hours per week at the internship: \_\_\_\_\_

Total number of weeks at the internship: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Signature

Is the proposed internship with a relative? (circle one) yes | no  
 If yes, provide details in the Internship Proposal. An immediate family member may not supervise you.

**CREDIT HOURS**

Under the appropriate semester, indicate the number of credit hours you would like to receive.

Fall	Spring	Summer C	Summer B

Application and proposal must be submitted to Kristy Spear by fax, email, or turned in at the Honors Office.

UNIVERSITY OF FLORIDA HONORS PROGRAM  
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