Name: ______________________________________________________________

GPA in College: ____________________ GPA in MHS: __________________

MHS hours completed: _______________

Requested Hours of Internship Training (MHS 293a) (1-9): _________________

Students must enroll in both MHS 293a and MHS 293b concurrently. MHS 293a is a Pass/Fail course; it counts toward graduation hours but does not count toward hours in the MHS major. Students earn credit in MHS 293a for actual internship labor. Students may earn up to 1 hour of credit in MHS 293a for each 3 hours of internship work per week. For example, if you spend 9 hours per week at your internship, you can earn 3 credit hours in MHS 293a. Students are required to write a report describing their internship work.

Requested Hours of Internship Reading and Research (MHS 293b) (1-6): _________________

Students must enroll in both MHS 293a and MHS 293b concurrently. Students earn credit in MHS 293b for reading and research conducted in relationship to their internship. Students may earn up to 1 hour of credit in MHS 293b Students earn up to for each 3 hours of reading and research conducted per week. Students are required to submit a research product related to their internship. The content of the product should be negotiated with the faculty supervisor. A typical assignment is a research paper including 5 written pages per 1 credit hour.

Name of Faculty Adviser (s):
_____________________________________________________

Signature of Faculty Adviser (s): __________________________________________________

(Your adviser should sign this form AFTER reading and approving #1, 2, and 3 below.)

In addition to this application form, please submit the following:
1. A brief description (about one page) of the internship training, including goals, learning outcomes, and how the internship will be structured and supervised.
2. A brief description (about one page) of the proposed research or readings project.
3. A clear statement of the plans you and your faculty adviser have made for regular interaction and supervision.
4. A letter (or email) from the faculty member who has agreed to supervise your internship, indicating his or her willingness to work with you. If you are working with two different instructors (one for the internship training and other for the research or readings component), please submit letters from both.

Students should begin planning their internship during the registration period in the semester before they intend to do the internship to ensure that the internship application is approved. Applications are due no later than the Friday before the first day of class each semester. Please turn in the application to
MHS Admin in Calhoun 300. Students will be notified whether their application has been approved.

If the internship is approved, students must make an appointment to see Dean Jones (yollette.jones@vanderbilt.edu) (311 Kirkland). Her approval is required for all internships in the College of A&S.