**TEMPLATE FOR REQUEST FOR ACADEMIC CREDIT FOR INTERNSHIP:**

**Please work with your faculty advisor to answer all these questions. This document needs to be submitted with the request for internship credit.**

**Please submit your request in the following format:**

**1. Name of Student:**

**2. Period of Internship:**

**3. Number of hours per week and schedule, if known:**

**4. Name of Faculty Advisor:**

**5. Name of RSG Internship Supervisor:**

**6. Name of Agency where student will intern:**

**7. Name of Supervisor at agency:**

**8. E-mail for outside supervisor:**

**9. Phone for outside supervisor:**

**10. Please describe the ways in which this internship will enhance your academic experience at Regent University:** (Here you can explain how this internship is related to coursework which you have undertaken or plan to undertake. Please use specific course numbers and titles. List at least two courses).

**11. Please list at least three MEASURABLE OBJECTIVES that you will achieve through participating in this internship. Objectives should be written as: “At the end of this internship, I will be able to: 1.2.3.”**

Please note:

* You cannot receive internship credit **simply by being present at a particular place, or attending events and trainings there.**
* You need to be able to articulate what three specific skills or understandings you will have at the end of the internship which you do not currently have.
* One of these objectives should relate to your Christian faith.

For example, for a Congressional internship, you might write: At the end of this internship, I will be able to:

1. Compare bureaucratic and procedural explanations of how legislation is passed to real world experience, noting the influence of factors like culture, history and increasing specialization.
2. Compare and contrast legislative policymaking in a federal environment to that of a local environment, articulating at least three ways in which it differs on a federal level
3. Articulate at least three principles of Christian leadership which are applicable to work in a federal environment, citing Scripture as appropriate
4. Good words to use are: Describe; formulate an explanation; compare and contrast; Identity three factors, etc.
5. Do not use more than one verb per objective
6. You need to be able to demonstrate to the faculty of RSG that you have achieved the goals which you set out to achieve in your internship, and describe HOW you will do so.

**12. How will student’s progress and achievement of the stated objectives of the internship be assessed?**

Here students should explain what product they will produce – to include a case study; an internship journal; a term paper, etc.

We will need to have these documents on file for accreditation purposes, so you do need to produce a concrete product.

This product needs to relate to and assess the objectives you have formulated above.