

## Internship and Off-campus Research Registration Form

Route this form to:

Rev: 4/24

See Routing  
Instructions Below

The University of Minnesota Rochester requires completion of this formal agreement between the course instructor and the individual student when the student enrolls in an internship or off-campus research course. The instructor and the student must discuss and agree on the terms of this contract.

**Students must complete these steps:**

- 1) Ensure you have read all of the information on the University of Minnesota Rochester [Internships and Off-campus Research website](#),
- 2) Sign this agreement (electronic signatures are accepted)
- 3) Ensure your off-campus supervisor has signed the form
- 4) Email the form to the course instructor, Bridget-Tetteh Batsa at [umrcareer@r.umn.edu](mailto:umrcareer@r.umn.edu) by the deadlines below. Students will be notified of approval (registration) via email.

**Deadline for submission:**

- for fall internships and off-campus research: August 15;
- for spring semester internships and off-campus research: December 15;
- for summer internships and off-campus research: April 15.

Student Name:

Student ID #:

Student Phone:

Student Email:

Semester:

Year #:

Course instructor:

Name and address of hosting organization:

Supervisor Phone:

Supervisor Email:

Internships and off-campus research experiences are opportunities to gain valuable real-life experience in a professional field. You will develop marketable skills through hands-on experience, build a network of contacts, and gain insight into a professional field. Describe how this internship or off-campus research experience provides you with an educational value or benefit.

The internship or off-campus research experience will consist of the following experiences (beyond the day to day administrative tasks):

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Beginning date of internship or off-campus research experience:

End date of internship or off-campus research experience:

Approximate number of hours per week:

The amount of credits you earn depend on the number of hours worked.

- 4 credits = A minimum of 180 hours per semester (12 hours per week)
- 3 credits = A minimum of 135 hours per semester (9 hours per week)
- 2 credits = A minimum of 90 hours per semester or (6 hours per week)
- 1 credit = A minimum of 45 hours per semester or (3 hours per week)

Course Number:

Grading Option:

Credits:

*Please use the chart below as a reference to complete the above.*

Course Number	Course Type	Min credits	Max credits	Repeatable Info.	Grading Option
CLI 3496	Internship	1	6	Up to 4 repetitions, total of 24 credits	S/N
CLI 4394	Off-campus Research	1	3	Up to 5 repetitions, total of 15 credits	S/N

## Signatures

Student Signature:

Date:

Instructor Signature:

Date:

Off-campus Supervisor Signature:

Date:

**Instructor responsibilities:** The instructor voluntarily agrees to oversee the course. The instructor will identify the objectives and outcomes for the course and will work with the student to set appropriate workload and grading standards. The instructor will follow all regular policy and processes regarding courses, including submitting mid-term alerts if appropriate, and following grading submission timelines.

**Off-campus Supervisor responsibilities:** The Off-campus Supervisor agrees to oversee the student internship or research experience and as implied, serve as the on-site supervisor which can include verifying student work hours.

**Please Note:** Failure to submit your approved agreement and get registered in your course(s) **PRIOR** to the start of the term, could impact your financial aid eligibility for the term

### Tuition, Billing, and Withdrawal Information

By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. Before you cancel classes, check the refund schedule on the One Stop website. Unless you cancel during the 100% refund period, you will be required to pay a percentage of your tuition and fees. Important: If you are a financial aid recipient who is withdrawing from all of your classes, contact a One Stop counselor to understand the consequences to your aid eligibility. You will be billed electronically for tuition and fees. You will not receive a paper bill. An email notice will be sent to your University-assigned email account after the term begins when your bill is ready to be viewed. Although you receive no credits for audited classes, credit equivalents will be included in the tuition and fees assessment. PAYMENT IN FULL is required if you are a non-degree student (not currently admitted to a degree program), you are required to pay the balance in full by the first payment due date. I understand that if I choose to withdraw from course(s) after the withdrawal deadline has passed, I will receive a 'W' on my transcript and will still be responsible for any tuition costs. I understand I will receive no credit for courses for which I have selected an audit grading option. I also understand that if I elect to use these audited courses at another college or university, they are subject to the transfer policies of that institution. Please contact the One Stop office with any questions on this information.

### FOR DEPARTMENT USE ONLY

Date course set-up

Date student registered/notified

*This form will be filed in the student's record and in the CLI Administrative office.*