



# Tufts Career Center Internship Credit Registration Form

This form must be signed by the student and supervisor, and submitted to the Career Center prior to both the beginning of the internship & the semester deadline  
Email completed form to [internships@tufts.edu](mailto:internships@tufts.edu).

## STUDENT INFORMATION

Student Name:

Student ID #:

Major:

Class Year:

Email:

Telephone:

I am currently enrolled at Tufts:  Full Time     Part-Time     I am currently on leave

Where will you be living while you perform your internship?     I will be living inside the U.S.     I will be living outside the U.S.

Are you an international student?     Yes     No

## Semester in which you are applying for credit

Fall -- Deadline: October 1     Spring -- Deadline: February 15     Summer-- Deadline: July 1

**Please Note:** Tufts Career Center Internship Credit program requires interns to complete 75 hours at a fall or spring internship site or 150 hours at a summer internship site.

## SUPERVISOR/EMPLOYER INFORMATION

Name of Internship Organization (List name exactly as you want it to appear on your transcript):

Supervisor's Name:

Title:

Employer Address:

Supervisor's Email:

Phone:

Intern's title:

Hourly wage:

Start Date:

End Date:

Hours/week:

Internship will be performed:  On site     Remotely     Combination of On-site and Remote

## INTERNSHIP DESCRIPTION AND GOALS

**Please provide a description of your internship responsibilities, expected learning objectives, the amount of supervision/mentoring student will receive, and opportunities for professional development.**

Internship Description including Intern Responsibilities:

Learning Objectives (Include career development and competency goals):

Frequency of Supervision/Mentoring:

Opportunities for Professional Development (Lunch & Learns, conferences, etc.):

## Student and Supervisor Agreement

*I understand the required number of hours, and that the Tufts Career Center Internship Credit program offers a student recognition of their internship (not counting toward graduation requirements) on their transcript after satisfactory completion. I agree to complete an evaluation near the conclusion of the internship.*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**