Tufts Career Center
Internship Transcript Notation
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**.*

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 Transcript Notation 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 Transcript Notation 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***