

School of Information Technology

Professional Practice Registration Form

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE SIT ADVISOR BEFORE THE STUDENT REGISTERS FOR ITK 398.50 or 398.60. Registration deadlines are enforced.

FALL ____ SPRING ____ SUMMER ____ 20____ (Check appropriate semester)

Student Name (Print) _____ ID _____

(Student's address during Professional Practice or Home Address and Phone)

Street _____ Phone (____) _____

City _____ State _____ Zip _____ Email _____

398.5/398.6 Professional Practice

Company Name

Address

City _____ State _____ Zip _____ Salary (Optional)

Company Supervisor's Name

Supervisor's Phone Number (____) _____

Job Description (describe briefly what you will be doing) _____

Start Date: _____ End Date: _____ Hours per week: _____

I certify that the above information is accurate and describes to the best of my ability the internship I have arranged with the company named above. I understand that if this information is found to be false I will not be permitted to use this as credit for ITK 398.5 or ITK 398.6.

Student Signature _____ Date _____

Credit Hours (Check box(es) or fill in hours) (OFFICE USE)

398.5 3 Hrs _____ OR _____

398.6 3 Hrs _____ OR _____ Internship Director Signature

Verified ACS Major _____

Date Registration Override Granted _____ SIT Advisor Signature

Once your Internship is approved, the override will be issued to allow you to register. The form will then be kept in your permanent departmental folder.

Deadlines for Submission

The deadline for submission of these forms is as follows:

- a. Spring and Fall semesters - by 4:00 PM on Friday of the second full week of class
- b. Summer session – by 4:00 PM on the first Monday of June.

The Advising Office will review the documents to be certain all information has been provided and that the internship meets Department criteria. If the internship is approved, a permit will be entered by the SIT Advising Office, which gives permission for you to register for the Professional Practice. The student will be notified when the permit has been entered and given any necessary instructions. It is the responsibility of the student to officially register for the Professional Practice (i.e. ITK 398). If the student fails to register, credit will not be awarded. Under no circumstances will credit be awarded retroactively for Professional Practice.