CGS SS200: INTERNSHIP CREDIT APPLICATION

Name: ___________________________ E-mail: ___________________________
ID#: ___________________________ Phone #: ___________________________ Team: __________
Semester: ___ Fall ___ Spring ___ Summer 20___

Internship Information:

Company/Location: __________________________
Title/Position: ____________________________
Internship Supervisor/Title: ____________________________
Internship Supervisor’s phone/email: ____________________________
Start date: ___________________________ End date: ___________________________
Duties/Responsibilities:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please submit this page to CGS Student Services at the start of your internship
871 Commonwealth Avenue, Room 211
Boston, MA 02215
P (617) 353-2850
F (617) 353-5868
cgs@bu.edu
The College of General Studies offers students the opportunity to receive one-credit for internships that require academic credit. Students will be billed for the credit, if applicable. (As always, if a CGS student does not have a 3.0 cumulative GPA or above and is registered for over 18 credits, h/she will be billed for the overload credit.)

Credit will appear as course “CGS SS200: Internship” on student transcripts. CGS SS200 DOES NOT fulfill a degree requirement at Boston University and DOES NOT count toward graduation.

CGS SS200 is graded on a pass/fail basis, and does not affect GPA. A passing grade is assigned once the internship is complete. Student must submit the Internship Supervisor Verification Form (ISVF) to CGS Student Services, room 211. Turn over this sheet to find the ISVF.

If a student is unable to complete the internship, s/he may petition Dean Godnick to withdraw from the CGS SS200: Internship course with a ‘W’ on his/her transcript. If the ISVF is not submitted within one year of the designated internship completion, a grade of ‘F’ will be posted on the transcript.

If you have questions about this process, please set up an appointment with your CGS academic advisor.
CGS SS200: INTERNSHIP SUPERVISOR VERIFICATION FORM

Name: ________________________________
BU ID#: ________________________________

After Your Internship:

Internship Supervisor Signature:
Please sign below indicating that the student has satisfactorily completed the
duties and met the expectations of the internship.

_________________________________________ Date: ________________

CGS Student Services Office Approval:

_________________________________________ Date: ________________

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