

CGS SS200: INTERNSHIP CREDIT APPLICATION

Student Information

Name: _____ BUID: _____
Email: _____ Phone: _____
CGS Team: _____ Semester/Year of Application: _____

Internship Information

Company/Location of Internship: _____
Title/Position: _____ Supervisor's Title: _____
Supervisor's Name: _____ Phone: _____
Email: _____ Start Date: _____ End Date: _____
Duties/Responsibilities: _____

Please submit this page to CGS Student Services at the start of your internship.

CGS Student Services Office Use Only

Semester Registered: _____ Date Registered: _____
 Emailed to Registrar Assigned Grade: _____

CGS SS200: INTERNSHIP SUPERVISOR VERIFICATION FORM

Name: _____

BUID: _____

Internship Supervisor Signature

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

Signature: _____ Date: _____

Please submit this form, signed by your internship supervisor, to CGS Student Services after you have completed your internship.

CGS Student Services Office Approval

Signature: _____ Date: _____

CGS SS200: INTERNSHIP

About CGS SS200: Internship

- The College of General Studies offers students the opportunity to receive one (1) 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, s/he will be billed for the overload credit.
- The 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 and all supporting materials are returned to CGS Student Services.
 - A failing grade is assigned if a student does not turn in the Internship Supervisor Verification Form within one year of the designated date of internship completion.
- 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.

Student Instructions

- Complete the CGS SS200: Internship Credit Application (page 1) and return it to CGS Student Services. This form should be turned in before the start of your internship.
- At the end of your internship, have your supervisor sign the Supervisor Verification Form (page 2) to verify that you have successfully completed the duties of your internship.
- Return the signed and completed Supervisor Verification Form to CGS Student Services as soon as possible. You may return this form to the office in person (871 Commonwealth Ave, Room 211) or via e-mail (cgs@bu.edu).
- If you are unable to complete your internship due to extenuating circumstances, please submit a written petition to Dean Godnick (cgs@bu.edu) to withdraw from the course. This will be reflected with a “W” on your transcript.

Please contact your CGS Academic Advisor with questions. You may make an appointment by visiting the AdvisorTrac website: <https://cgs-atr.bu.edu>