



METROPOLITAN STATE UNIVERSITYSM
OF DENVER
Internship Program

Report an Internship

Congratulations on your internship!

If you are getting academic credit, you will need to complete an *Application for Academic Credit*. If you are not getting credit, your internship will be documented on your transcript as a notation. In either case, we need the following information:

- Your Name: _____ 900# _____
- Internship Company Name: _____
- Company Address: _____
- Internship Supervisor's First and Last Name: _____
- Internship Supervisor's Title: _____
- Internship Supervisor's E-mail: _____ Phone: _____
- Start & End Dates: _____ Hours per week: _____
- Paid or Unpaid: _____ Payrate: _____

If you are getting academic credit, we also need the following:

- Dept. of Credit: _____ Course #: _____ Semester: _____ #of Credits: _____
- MSU Denver Faculty Supervisor's Name: _____

APPLICATION FOR ACADEMIC CREDIT

- If you are getting credit, an email with a link to the Application for Academic Credit will go to your internship supervisor, you, your faculty supervisor and the department chair.
- Each person will complete information related to your job duties, learning objectives and academic assignments. Your internship credit is not considered approved until all appropriate parties have signed off.
- You can track the progress of this form in TIP Online. Go to "My Account" and then "View Activity". Look for the "Internship Record" tab and click "View".

REGISTER FOR CREDIT

Registration policies for academic departments can vary so check with your coordinator for details. Typically, registration happens after the Application for Academic Credit is complete.

REVIEW

You can view the completed document by logging in to TIP Online, going to the "My Account" tab and clicking on "View Activity". Look for the "Internship Record" tab and click "View".