

J 604 Internship Tracking Form

sojcstudent.uoregon.edu/graduate/forms/

• 541-346-6304

Instructions

1. Take this form to the SOJC faculty member who has agreed to serve as the instructor for your credit (typically your advisor). Your faculty advisor will review specific requirements with you. These may include (but aren't limited to):
 - Submission of details about the internship (ex. position description, number of hours)
 - Any completion requirements (ex. self-evaluation, employer evaluation, submission of portfolio materials)
2. Fill out the form. You and your faculty advisor must decide on the number of credits you will be earning. Thirty hours of work usually equals 1 credit hour. Be sure your faculty advisor signs the form.
3. Make a copy of the form for your records. Some employers may want a copy as well.
4. Return the form to sojcgrad@uoregon.edu or the Graduate Programs mailbox in Allen 219.
5. **Make sure to register for J604 before the registration deadline.** Please note you need to fill out the SOJC graduate course preauthorization [form](#) before you can register.

Student Information

Student name _____ Student ID# _____
E-mail address _____ Phone number _____
Degree program _____

Internship Information

Internship company name and location _____
Position title _____ Start/end dates _____
Internship supervisor _____
Term _____ CRN _____ Number of credits _____
Faculty supervisor _____ Faculty e-mail _____

Requirements for completion

<input type="checkbox"/> Student evaluation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Employer evaluation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Letter of recommendation from employer	<input type="checkbox"/> Other _____
<input type="checkbox"/> Submission of portfolio materials	<input type="checkbox"/> Other _____

Student signature _____ Date _____

Faculty signature _____ Date _____