



NORTHWESTERN UNIVERSITY PETITION FOR OBTAINING CREDIT FOR AN INTERNSHIP, FIELD PLACEMENT, OR PRACTICUM ABROAD

Who Should Complete this Petition?

All Northwestern students hoping to receive any kind of credit at Northwestern for course related to an internship, field placement, or practicum abroad.

Instructions for Completing this Petition

1. Fill out Sections I, II, and III d to the best of your ability at this point in time. The Study Abroad Office recognizes that details regarding your placement may change between now and the start of your program.
2. Obtain the necessary adviser signatures in Sections III a-c.

Important Notes

If you are still unsure about the type of internship you will do abroad, complete this petition based on the type of internship you hope you will do. **If your project plans change significantly while you are abroad**, review your new plan with the faculty adviser who signed this petition. It may be necessary to find a new Northwestern faculty adviser willing to work with you if the placement you obtain is significantly different than the one you hope to do at this time.

Upon returning to Northwestern, you must submit one copy of your final internship research paper to the Northwestern Study Abroad Office. If you are seeking major, minor, or distribution credit, you will also need to submit a copy to your faculty adviser who will determine the suitability of your work for specific credit.

Note to SESP students: SESP students can only count internships abroad toward their elective requirements; they cannot petition for major or distribution credit.

I. Student Information

Name: _____

Student ID No.: _____

School: _____

Major(s): _____

Minor(s): _____

Email address: _____

Phone No.: _____

II. SIGNATURES

a. NORTHWESTERN FACULTY ADVISER

**The subject of your project should be reasonably close to your adviser's area of expertise.*

**If you plan to seek major, minor, or distribution credit for your internship paper, your faculty adviser must be a member of the department or school in which you will seek credit.*

Name (please print): _____

Title/Department: _____

Email Address: _____ Phone No.: _____

To the Faculty Adviser:

In agreeing to be the adviser for this student, you are undertaking specific responsibilities as outlined in the document, "Policies and Procedures on Internships, Field Placements, and Practicums Done Abroad for Academic Credit at Northwestern University," on the Study Abroad Office's website at www.northwestern.edu/studyabroad/academic_issues/Internships.html. Please be sure that you fully understand these responsibilities before signing this petition. If you have questions, contact the Study Abroad Office at (847) 467-6400 or studyabroad@northwestern.edu.

If you are advising a student in Medill:

Please attach a letter of support, in a sealed, signed envelope, explaining the nature of the internship as you understand it. All petition materials, including your letter, will be reviewed by the Medill undergraduate registrar and, if need be, by the Academic Standards Committee, to determine what credit, if any, can be awarded. For more information on Medill's regulations regarding internships for credit, please www.northwestern.edu/studyabroad/academic_issues/Internships.html. If you have questions, please contact Medill's school representatives for study abroad, Keri Disch or Dorina Aguilar Rasmussen, at 847-491-4484.

I have discussed this internship proposal with the student and agree to serve as her/his Northwestern faculty adviser. I understand that, if the student is seeking major, minor or distribution credit, one of my primary responsibilities as faculty adviser will be to review the student's final research paper upon his/her return to campus to determine its suitability for specific credit. If the student has written the paper in a language that I do not know, I may request that the student translate the paper or find a Northwestern faculty reader who is fluent in the language and willing to work with me to determine the paper's suitability for specific credit. Any additional stipulations have been outlined below.

Comments:

Signature: _____ Date: _____

c. SCHOOL REPRESENTATIVE

School	Representatives	Contact Information
WCAS	Your College Adviser	Office of Undergraduate Studies and Advising 1908 Sheridan Call 491-8914 to make an appointment.
McCormick	Mary Stanton	Tech L269, m-stanton@northwestern.edu
Music	Linda Garton	Music 110/111, lgarton@northwestern.edu
Communication	Sally Ewing	Francis Searle, 1-103, sally-ewing@northwestern.edu
SESP	Your Specific Adviser: Mark Hoffman, Megan Redfearn, Meg Kreuser, or Susan Olson	Annenberg 121 markhoffman@northwestern.edu; m-redfearn@northwestern.edu; susan-olson@northwestern.edu; mkreuser@northwestern.edu
Medill	Keri Disch, Dorina Aguilar Rasmussen	kdisch@northwestern.edu; da-rasmussen@northwestern.edu

I have discussed this proposal with the student and, where necessary, faculty members in the appropriate departments. Any additional stipulations have been outlined below.

Comments:

Signature: _____ *Date:* _____

d. STUDENT SIGNATURE

I have read the document, "Policies and Procedures on Internships, Field Placements, and Practicums Done Abroad for Academic Credit at Northwestern University" on the Study Abroad Office's website (www.northwestern.edu/studyabroad/academic_issues/Internships.html), and understand that it is my responsibility to make sure that my research paper meets the standards outlined in this document. In particular, I understand the following:

- To receive any kind of credit at Northwestern for my internship course, upon returning I must submit one copy of my final research paper to the Northwestern Study Abroad Office.
- If I seek major, minor or distribution credit, I must also submit one copy to my faculty adviser (in collaboration with my reader, if applicable), who will evaluate its suitability for specific credit.

Signature: _____ *Date:* _____

Keep a copy of this petition and related materials for your own records.