

**Macalester College
1600 Grand Avenue
St. Paul, Minnesota 55105-1899**

**JANUARY 2010 INDEPENDENT PROJECT & INTERNSHIP
REGISTRATION FORM**

Student Name: _____ ID Number: _____

January Address: _____

January Phone: _____

You may register for a maximum of two (2) semester credits during January.
The deadline for registration is Friday, December 11, 2009.

Fill in the required information below:

	DEPARTMENT	GRADING OPTION <small>(Letter or S/D/NC)</small>	SEMESTER HOURS	FACULTY SPONSOR'S NAME
INDEPENDENT PROJECT				

(Off-Campus waiver form *required* for all projects conducted outside of Twin Cities Metro area)

FACULTY SPONSOR'S SIGNATURE _____ **DATE** _____

	DEPARTMENT	GRADING OPTION <small>(Letter or S/D/NC)</small>	SEMESTER HOURS	FACULTY SPONSOR'S NAME
INTERNSHIP				

INTERNSHIP OFFICE SIGNATURE _____ **DATE** _____

The deadline for registration is Friday, December 11, 2009.

REGISTRATION POLICIES ON REVERSE SIDE

Date Received in
Registrar's Office:

Form _____ Waiver _____

JANUARY 2010 INDEPENDENT PROJECT & INTERNSHIP REGISTRATION POLICIES

Registration Deadline: Friday, December 11, 2009.

Registration is open only to current Macalester students.

Registration is limited to no more than two (2) semester hours during January.

Registration is not complete until a Registration Form is received in the Registrar's Office.

Independent Projects require the signature of the instructor on the Registration Form.

Independent Projects conducted away from the Twin Cities Metro area require an *off-campus waiver* form.

Internships require advanced planning through the Internship Office. An Internship Learning Contract must be completed. The Internship Director's signature is required on the Registration Form. For more detailed information, contact the Internship Office at x6128.

Registration must be completed by Friday, December 11, 2009. There is no "add" period, and there will be no exceptions to this deadline.

******Registration may be canceled through Monday, January 4, 2010. Written notice of cancellation must be received in the Registrar's Office by this date.******

Grading option for the independent study project or internship must be declared at the time of registration. Options are S/D/NC or Letter Grading (A, A-, B+, etc).

The period for completing independent study projects and internships is January 4, 2010 through January 22, 2010. Work must be completed by January 22, 2010. It is not possible to take an "incomplete" for a January independent project or internship.

Spring semester begins on Monday, January 25, 2010.

Final grades are due in the Registrar's Office by February 1, 2010.

*A note about on-campus housing: On-campus housing during January is available for students registered for January independent projects or internships. To qualify, you must be registered by the December 11th deadline. The residence halls will open **Sunday, January 3rd** for students who are registered and living on campus in January. For more information about living on campus during January, contact Residential Life at x6215.*

REGISTRATION FORM ON REVERSE SIDE