

JANUARY / SUMMER

**INDEPENDENT PROJECT / INTERNSHIP REGISTRATION FORM
Macalester College**

Students intending to complete an independent project or internship must complete this form prior to the published add/drop deadline. The student and the faculty sponsor should work together to plan all aspects of the course, including work to be completed, timeline, learning goals, and basis for evaluation. Courses that do not result in a significant product should be evaluated on a pass/fail basis.

The completed form must be returned to the Registrar's Office by the published drop/add deadline.

This is a course registration form and all course-related deadlines apply.

Term: January Summer Year: _____ Student ID Number: _____

Faculty Sponsor: _____ Student Name: _____

Faculty Department: _____ Grading Type: S/N Letter Grading

Select one: Independent Project Internship

Select one: **January:** 1 credit 2 credits **Summer:** 1 credit 2 credits 3 credits 4 credits

Project Title:

Description:

Learning Goals:

Important Dates/Deadlines:

Basis for Evaluation:

Student Signature _____ Date _____

Faculty Sponsor Signature _____ Date _____

Department Chair Signature _____ Date _____

Internship Office Signature _____ Date _____

Student Accounts Office Signature _____ Date _____

(Only required for summer independents/internships)

Registrar's
Office Rec'd:

**2013 Summer Independent Project & Internship
Registration Policies**

Tuition is \$1,359 per semester hour and must be paid in full prior to registration. A standard four semester hour independent project or internship will be \$5,436.

Registration is limited to no more than eight (8) semester hours.

Registration is open only to current or former Macalester students who have not yet earned their degree.

A separate learning contract must be completed for each independent project and/or internship.

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

All independent learning contracts will be reviewed by the Summer Subcommittee of the Educational Policy and Governance Committee.

Students must submit a signed parent/student waiver when they register for summer session.

2013 CALENDAR	
May 31	Deadline for independent project registration in the Registrar's Office.
May 31	Deadline for internship registration in the Registrar's Office
June 21	Deadline for dropping a course (full tuition refund) Deadline for submitting grading option forms
July 19	Deadline to withdraw from a course with a grade of W (NO tuition refund)
August 30	Deadline for submitting grades to the Registrar

REGISTRATION FORM ON REVERSE SIDE