To: FSAD Students & Faculty

From: J. Hinestroza, Director of Undergraduate Studies, jh433@cornell.edu, 255-7600

Re: Credit for Summer Internships-FSAD 4020

Many summer internships require that you be eligible for academic credit for the experience. You may be awarded 1 S/U credit of FSAD 4020 for involvement in summer internships if ALL the following requirements are met:

- You have completed the Freshman year and a minimum of 30 credits (Cornell, transfer, and/or AP) before your internship.

- You must request your FSAD faculty advisor to be your sponsor. Provide your faculty advisor with written proof from your Internship Supervisor of completion of an unpaid or paid summer internship comprising of at least 10 hours a week for a minimum of 8 weeks. (More than one internship placement, completed in the same summer, may be combined to meet the minimum work hour and week requirement). If your internship employer requires proof that you will be receiving credit for the internship, your faculty advisor should write this letter for you.

- During the next, immediate Fall course exchange, you will register for FSAD 4020 for 1 S/U credit with your FSAD faculty advisor’s approval, and required signatures on a Special Studies form available at the following link: https://registrar.human.cornell.edu/ARSS/Student/STUhome.cfm#sthash.6IA7QTA0.dpuf

- During the summer internship, you will keep an updated daily diary of the work experience, which becomes the basis for your written paper.

- You will submit 3-4 informal color photographs of you at work in various internship activities. Include a written dialog about each photo (i.e. what, where, when, and with whom information) that will be used to highlight your internship activities in the department and college. Please submit in digital form (jpgs).

- You will participate in an open-panel seminar at which you describe your summer experience with other summer internship students. The undergraduate internship seminar will be arranged by the Director of Undergraduate Studies during October or November.

- Before the last day of classes of the fall term, you will submit your letter, diary, photos, and a 6-page typed paper to your faculty advisor, reflecting on the internship and its relationship to your field of study and career goals.

- Students may repeat the 1 S/U credit FSAD 4020 study for three separate summers, for a total of 3 credits. No more than 1 S/U credit will be given in each summer.

- FSAD 4020 Special Studies application forms are available online only. Here is the link: https://registrar.human.cornell.edu/ARSS/Student/STUhome.cfm#sthash.6IA7QTA0.dpuf in the Fall term.

- A paper copy of this memo may be picked up from the undergraduate advising assistant in Rm. T57 HEB.