Internship Signature Authority Responsibilities

**a)** Verify student is pursuing your department’s official program of study leading to a degree, certification, or to licensure. The Internship Inventory will provide this information.

**b)** Verify student meets minimum standards established by Appalachian State and by your department including but not limited to GPA, prerequisite coursework, and hours completed in their course of study. The Internship Inventory will provide student’s cumulative GPA. Graduate & Undergraduate Bulletins can be viewed at *https://registrar.appstate.edu/resources/course-catalogs.*

**c)** Verify goals, objectives, and learning outcomes of the internship and internship site meet departmental academic requirements.

**d)** **Domestic Internships:** Ensure your student is stationed in an approved state or territory. The Internship Inventory will assist you by providing an alert if the state selected warrants difficulty.

**International Internships:** Direct your student to the Office of International Education & Development (OIED) to complete the pre-departure paperwork. The Internship Inventory will assist you by preventing the approval of the internship until OIED has certified that all pre departure obligations have been satisfied and the fully executed Internship Contract is uploaded in the Internship Inventory.

**e)** Confirm that the internship enrollment information is correct: faculty supervisor, course number and number of credit hours.

**f)** Capture emergency contact information for the student in the Internship Inventory.

**g)** Ensure the internship start and end dates appear in Term Information in the Internship Inventory.

**h)** Ensure start and end dates comply with the limits set for each semester. The Internship Inventory will assist you by providing an alert if either date extends beyond the acceptable start or end date for the semester. If either start date or end date falls outside of the semester, you will need to complete the **Academic Course** **Meeting Dates Exception Form**, form found here: *https://registrar.appstate.edu/resources/forms*

**For summer interns**, ensure the end date is no later than August 14. **For Fall interns** ensure the start date is no earlier than August 15. Our insurance policy’s annual blanket coverage expires on August 14, 11:59 pm and begins on August 15, 12:00 am. For policy details access h*ttp://internships.appstate.edu/insurance.*

**i)** Generate the Internship Contract through the Internship Inventory; ensure the Contract is signed by your student and the internship host, and by you.

**j)** Sign the Internship Contract; upload the fully executed Contract into the Internship Inventory; advance the student record via the Internship Inventory to the Dean’s Office for approval and to be moved to the Registrar’s Office or to Distance Education (for DE students) for enrollment.