INTERNERSHIP APPLICATION FOR EXTENSION ("GRADE OF I") FORM
Sociology 4597: Internship
Department of Sociology-Anthropology
University of Minnesota Duluth

PLEASE READ: Complete this form to be eligible to receive an Incomplete (I) (as opposed to an N [a final grade of “Not Satisfactory”]) for Soc 4597 at the end of the academic term in which you are enrolled in Soc 4597. If you have completed at least 150 hours at your internship, you must submit the Agency Description assignment by the end of the semester in which you are enrolled; if you have completed at least 200 hours, you must have completed your Interview assignment in this semester as well. It is recommended that the instructor, student, and department each retain a copy of this agreement.

SEMESTER ENROLLED IN SOC 4597: ☐ Fall ☐ Spring ☐ Summer YEAR: 20____

Student’s Name (please print) UMD I.D. Number Area Code & Phone Number

Agency Name & Location

Field Supervisor’s Name Supervisor’s Title

I will be unable to complete my internship for academic credit by the end of the semester in which I enrolled in Sociology 4597. Therefore, I am submitting this application to apply for an extension so that I can receive the temporary grade of I (“Incomplete”) for Soc 4597 at the end of this academic term.

As of now, I have completed _________ hours of my internship for ____ academic credits. Furthermore:

☐ I have completed and submitted the Agency Description assignment (due at 150 hours). (Required to be eligible for the grade of I.)

☐ I have completed and submitted the Interview assignment (due at 200 hours). (Required to be eligible for the grade of I.)

My supervisor and I anticipate I will have logged the remaining _____ hours of my internship by _______________.

Month & Year

I understand that upon logging these remaining hours and successfully completing the final internship assignments, my grade for Soc 4597 will be converted from I ("Incomplete") to S ("Satisfactory"). I also understand that in the event I cannot complete my internship by the above date, it is my responsibility to contact the Internship Coordinator, updating him on my change in plans. Failure to do so could result in a final grade of N (“Not Satisfactory”) for Soc 4597. Further, I understand that a grade of “I” lapses automatically to an “N” after one year.*

STUDENT’S SIGNATURE: _________________________________ DATE: ____________

AGENCY FIELD SUPERVISOR’S SIGNATURE: _______________________________ DATE: ____________

SOC-ANTH INTERNSHIP COORDINATOR’S SIGNATURE: _______________________________ DATE: ____________

Contact Information for Internship Coordinator:
Robert R. Weidner, Ph.D.
228 Cina Hall – 1123 University Drive; University of Minnesota Duluth; Duluth, MN 55812-3006
E-mail: rweidner@d.umn.edu; Phone: 218.726.7320; FAX: 218.726.7759

* For more detailed information on UMD’s grading policies, including further details about the grade of I, refer to: http://www.d.umn.edu/vcaa/GradingandTranscripts.html