CONCORDIA UNIVERSITY IRVINE

CRN_____
For office use only

CONCORDIA UNIVERSITY IRVINE – Office of the Registrar

REGISTRATION FOR INTERNSHIP OR PRACTICUM

Name _____ Academic Year_____

ID# E_____ Eagles E-Mail_____

Program _____ Major _____

I am applying to take the following course (mark the term that units are to be applied):

Practicum Department: _____ 39__ (e.g., COM 393) Applied Term Summer___ Fall___ Spring___
Number of units each semester: _____ _____ _____

Description _____ Total Units _____

Internship Department: _____ 49__ (e.g., ESS 493) Applied Term Summer___ Fall___ Spring___
Number of units each semester: _____ _____ _____

Description _____ Total Units _____

This course is required in my Program or Major. This course is for elective units only.

*Enrollment in an internship or practicum requires the approval of the department's program director and may be **added or dropped during the first 11 weeks of the semester**. Appeals of this deadline may be submitted to the Dean of the School for consideration; however, they may not be added or dropped after a semester has ended. Exceptions to this are all 490A, HCM 494 and HLMG 494 internships. Those courses are added by the student through MyRecords during the normal registration cycle. Add/Drop deadlines are posted on the Academic Calendar.*

Students must complete the requirements for the internship and/or practicum within four continuous semesters including the semester of enrollment. As an example, if a student enrolls during a fall term, they have until the end of the following fall term to fulfill the course requirements.

A grade of IP (In Progress) will be issued after the first term of enrollment until work is completed. A Grade Change Form will be submitted by the instructor of record to change an IP to the final grade. Should a student fail to complete the internship or practicum requirements within four semesters, the IP grade will be automatically changed to a fail grade (F or NP, depending on the program). If the internship or practicum is a degree requirement, students who fail must re-enroll in the internship or practicum and complete all requirements prior to awarding of the degree.

Program performance requirements will be provided by the Program Director for the specific subject. Refer to the Graduation Requirements section of the Academic Catalog regarding unit limitations for internships and practicums. Some internships and practicums that are part of licensure or certification may be excluded from this policy.

Student Signature_____ Date_____

Click here for instructions to set up signature.

This student is approved to enroll in the Practicum or Internship listed above

Program Director's Name (Print)_____

Program Director's Signature_____ Date _____

Click here for instructions to set up signature.

RETURN THIS FORM TO THE REGISTRAR'S OFFICE FOR PROCESSING

Office of the Registrar _____ Date _____

CONCORDIA UNIVERSITY IRVINE

CRN_____
For office use only

Original Registrar Copy Program Director List of program directors on page 2 →

Program Directors		
Behavioral Science/Psychology	Dr. Buddy Mendez	buddy.mendez@cui.edu
Biology	Prof. Scott Gaines	scott.gaines@cui.edu
Business	Prof. Kellie Playter	kellie.playter@cui.edu
CCI	Prof. Cari Chittick	cari.chittick@cui.edu
Christian Education Leadership	Prof. Rebecca Duport	rebecca.duport@cui.edu
Communication Studies	Dr. David Schulz	david.schulz@cui.edu
Kinesiology	Dr. Vance Tammen	vance.tammen@cui.edu
Forensics	Amanda Ozaki-Laughon	amanda.ozaki@cui.edu
Graphic Design	Prof. Rachel Soo	rachel.soo@cui.edu
History and Political Thought; Pre-Law	Dr. Jeff Mallinson	jeff.mallinson@cui.edu
Newspaper	Prof. Caroline Janik-Wong	caroline.wong@cui.edu
Theatre	Prof. Lori Siekmann	lori.siekmann@cui.edu
Yearbook	Carrie Donohoe	carrie.donohoe@cui.edu
Sports Management	Prof. Andrew “Mark” Francis	andrew.francis@cui.edu