Student Guidelines for Exceptions Documentation
President’s Council Exception for Current Job

These guidelines must be followed when submitting documents for a CURRENT JOB internship exception. All documents should be written in essay format. ALL points noted should be addressed.

The following two items must be submitted before your internship will be approved for registration:

☐ Employer Letter
Official letter from employer confirming student's employment and performance.
- Name and position of the person writing confirmation letter
- What position the intern has held or continues to hold
- Brief outline of duties and responsibilities, what changes will be made to the student’s responsibilities during their internship
- An evaluation of the student’s performance while on the job
- Any expectations the employer has for future employment

☐ Student Summary Letter
Two page type-written summary letter in essay format submitted by student which should include detailed internship objectives, goals, and planned outcomes.
- Name and location of business, and name and position of direct supervisor
- Duties and responsibilities while on the job, how the experience relates to the intern’s major and why academic credit should be issued for the experience
- The intern’s goals, objectives and desired/achieved outcomes
- Examples of work performed and how knowledge gained in the classroom was applied

The following item must be submitted at the conclusion of your internship, and is required in order to receive credit and a grade:

☐ Journal
Daily (or a minimum of weekly) the intern should journal their work experience, how they are reaching their goals and objectives, how they are applying coursework on the job, what went right/wrong, what they are learning through their experience, etc

Note: If a journal is required by the department, only one journal is required, a copy should be sent to the Internship & Career Services Office).

Additional Information

These items are part of the approval process, and do NOT take the place of any syllabus, coursework, homework or assignments given to you by your Department Internship Coordinator.

You will need to ensure you have a copy of the course syllabus from your coordinator, and turn in all assignments during your experience.

Failure to do so can result in loss of credit and/or grade.