

## RESEARCH INTERNSHIP APPROVAL FORM

This form is to be completed by the graduate student requesting approval of a research internship. Refer to the [Research Internship Policy](#) for further information.

---

\_\_\_\_\_  
UR ID Number

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Department/Program

Adv. Cert.    Master's    PhD  
Degree Program

---

**Please note the following details of the [Research Internship Policy](#):**

- The research internship must be an integral part of the student's program of study.
  - Students must register for internship credit for each semester in which the internship falls. The research internship course (494 for master's students; 594 for PhD students) carries one credit per semester in which the student is enrolled in a research internship. The student is expected to complete at least 45 hours of internship activities during the semester in which they register for internship credit.
  - Up to two (2) credits of research internship may be included on the student's Program of Study form.
  - For PhD students, the dean's tuition waiver will cover up to two (2) credits of research internship taken at any time prior to the dissertation defense.
  - The dates of the internship must coincide with the graduate academic calendar.
  - This form must be received at least two weeks prior to the start of the internship to allow time for approval and processing.
  - International students with F-1 and J-1 visas must also seek internship approval from ISO.
- 

### Internship Information

Fall    Spring    Summer  
Semester(s)

\_\_\_\_\_  
Year

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

Full-time    Part-time  
Internship Status

Internship Site and Address: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Internship Description:

Basis for Assignment of Final Grade:

Total number of credits student has already received for *prior* research internships\*: \_\_\_\_\_

\*Note: Up to two (2) credits of research internship may be included on the student's Program of Study form. For PhD students, the dean's tuition waiver will cover up to two (2) credits of research internship taken at any time prior to the dissertation defense. Additional internship credits may be taken, but the cost of tuition must be covered by the student or their department.

**Notice to Research Supervisor/Advisor:**

Your signature indicates your willingness to supervise and grade the work of the students as outlined above and your endorsement of its importance to the student's program of study. Additionally, you acknowledge that if the student is being funded externally in a full-time capacity, the research being conducted is related to the student's dissertation.

\_\_\_\_\_  
Research Supervisor/Advisor Signature      Date

**Notice to Director of Graduate Studies/Chair:**

Your signature confirms approval of the proposed work, both in terms of quality and relevance to the student's program and consistency with departmental policies.

\_\_\_\_\_  
DGS/Chair Signature      Date

---

**Submission:** This form should be submitted to your [graduate program coordinator](#) who will forward this form onto the GEPA Office for review and processing. A registration form for 494/594 Research Internship should also be submitted in conjunction with this form. You and your program coordinator will receive email confirmation when the forms have been approved.

Questions? Please contact the GEPA Office at [ASEGEPA@rochester.edu](mailto:ASEGEPA@rochester.edu).

---

GEPA Office Approval \_\_\_\_\_ Date \_\_\_\_\_

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> First internship credit, include on POS                | Earned units _____    |
| <input type="checkbox"/> Second internship credit, include on POS               |                       |
| <input type="checkbox"/> Third or more internship credit, do not include on POS | Year in program _____ |