**Zero-Credit Hour Internship Experiences Proposal**

Completing this form is the first step toward participation in a College of LAS Zero-Credit Hour Internship class. There are two options:

* **LAS 199 Internships** for those engaging in **part-time internships**  ***AND* registering for other Illinois classes** during the term of their experience.
* **LAS 289 Internships** for those engaging in **internships**   
  ***BUT*** ***NOT* registering in other Illinois classes** during the experience.   
  During the fall and spring terms, those enrolled in LAS 289 are expected to be engaged in full-time internships (at least 30 hours per week). During summer terms, the full-time requirement may be waived.

These courses are designed to support students engaged in internship experiences that require connection to an academic course.

The information you provide here both determines eligibility for the course and demonstrates the support of key stakeholders (e.g., your academic department and internship site). This goal of this document is to provide a foundation for a successful, collaborative internship experience.

Permission of instructor is required to participate in these courses. **To obtain permission,   
please complete this proposal form and submit it to** [**las-careerservices@illinois.edu**](mailto:las-careerservices@illinois.edu)

**Student Information**

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| --- | --- | --- | --- |
| **First Name:** | Click or tap here to enter text. | **UIN:** | Click or tap here to enter text. |
| **Last Name:** | Click or tap here to enter text. | **Illinois email:** | Click or tap here to enter text. |
| **Academic Status:** | Sophomore (30 – 59 credits)  Junior (60 – 89 credits)  Senior (90+ credits) | **Expected Grad Month:** | August  December  May |
|  |  | **Expected Grad Year:** | Click or tap here to enter text. |

**Internship Organization & Supervisor**

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| **Organization Name:** | Click or tap here to enter text. |
| **Organization Address:**  (Street address,  city, state, country) | Click or tap here to enter text. |
| **Supervisor Name:** | Click or tap here to enter text. |
| **Supervisor Title:** | Click or tap here to enter text. |
| **Supervisor Phone:** | Click or tap here to enter text. |
| **Supervisor Email:** | Click or tap here to enter text. |

**Internship Position**

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| --- | --- | --- | --- | --- | --- |
| **Intern Position Title:** | | Click or tap here to enter text. | | | |
| **Semester:** | | Fall  Spring  Summer | **Year:** | Click or tap here to enter text. | |
| **Start Date:** mm/dd/yyyy | | Click or tap here to enter text. | **End Date:** mm/dd/yyyy | Click or tap here to enter text. | |
|  | Note upcoming semester start and end dates are as follows:   Fall 2025: Aug 25 – Dec 19, 2025  Spring 2026: Jan 19 – May 16, 2026  Summer 2026: May 18 – Aug 8, 2026 | | | | |
| **Number of Weeks:** | | Click or tap here to enter text. | **Hours per Week:** | Click or tap here to enter text. | |
| **Work Location:** | | On-site | Remote | | Hybrid |
| **Primary Responsibilities:** *(50-150 words)* | | Click or tap here to enter text. | | | |
| **How is this internship relevant to the LAS degree you are pursuing?** *(50-150 words)* | | Click or tap here to enter text. | | | |
| **List classes you have taken that are relevant to this internship.** | | Click or tap here to enter text. | | | |
| **Optional: Are there any additional comments you would like to include for consideration?** | | Click or tap here to enter text. | | | |

**Eligibility Requirements – All Zero-Credit Internship Course Options**

The eligibility requirements for both LAS 199 and LAS 289 are as follows. Please check the appropriate box for each.

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| **Eligibility Requirements for Zero-Credit Hour Internship Courses** | **True** | **False** |
| 1. I am currently enrolled in a bachelor’s degree program in the College of Liberal Arts & Sciences. |  |  |
| 1. My internship (or professional experience) is occurring during the same academic term that I would like to take LAS 289 / LAS 199. |  |  |
| 1. I will engage in my internship (or professional experience) for a minimum of 60 hours during the academic term over a prolonged engagement  *(e.g., a minimum of 6 hours per week for 10 weeks during the fall or spring term, or a minimum of 10 hours per week for 6 weeks during the summer term)*. |  |  |

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| **If you said “False” to any of the listed zero-credit hour internship course requirements, but still believe your internship fits these courses, please share additional information here.** |
| Click or tap here to enter text. |

**Eligibility Requirements – For Those Interested in LAS 289 ONLY***(If you are not interested in LAS 289, you may skip this section.)*

If you are interested in LAS 289, the following eligibility criteria must also be met. Please check the appropriate box for each.

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| **Additional Requirements for Full-Time Internships (LAS 289)** | **True** | **False** |
| 1. I will have completed at least 30 credits, including a full term of academic coursework at Illinois, prior to my internship. |  |  |
| 1. I can share a copy of my internship offer letter / email. |  |  |
| 1. I will not register for any other Illinois classes during my full-time internship. |  |  |
| 1. My full-time internship is not during my graduating semester. |  |  |
| 1. *If your experience is during a fall or spring term…* I have secured a full-time internship fall or spring term (at least 30 hours per week, for at least 10 weeks).   *(You may skip this item if your experience is during a summer term.)* |  |  |

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| **If you said “False” to any of the listed requirements for the LAS 289 internships class, but still believe your internship fits this course, please share additional information here.** |
| Click or tap here to enter text. |

**For International Students ONLY**

*(If you are not an international student, you may skip this section.)*

CPT (Curricular Practical Training) is required for F-1 status students who are engaging in an internship in the United States. (Students with other visa statuses cannot apply for CPT.)

Please check the boxes below to indicate acknowledgement of internship course and CPT requirements.

I understand that my F-1 visa can be terminated if I am not registered for an internship course (e.g., LAS 199, LAS 289) while completing this internship

I understand that ISSS must approve my CPT work authorization ***before*** I start working.

If you have questions about CPT (Curricular Practice Training), please contact [ISSS](https://isss.illinois.edu/) (International Student and Scholar Services).

**Academic Advisor / Departmental Approval**

***Required for: F-1 Visa International students applying for CPT &  
 LAS 289 Full-Time Internships in Fall and Spring Terms***

Please seek confirmation from your academic advisor or department, acknowledging that you are participating in the above mentioned full-time, semester-long internship that meets eligibility requirements as described in this document. Your advisor’s signature is requested here to indicate your academic department’s acknowledgment and support.

*(If you are not an international student seeking CPT or are not engaging in a fall or spring full-time internship, you may skip this section.)*

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| **Departmental Advisor / Approver Name:** | Click or tap here to enter text. | | |
| **Signature\*** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |
| **Optional Comments from Advisor / Approver:** | Click or tap here to enter text. | | |

\* For the signature, advisors may:

1. Use the insert fields above to enter an image of a digital signature or type your name, or
2. Print this file and physically sign the form to send it back

**For LAS Career Services Internal Use ONLY**

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| **Received by:** | Click or tap here to enter text. | | |
| **Received date:** | Click or tap here to enter text. | | |
| **Approved for:** | LAS 199  LAS 289 | **Academic Term:** | Click or tap here to enter text. |
| **Denied:** |  | | |
| **Notes:** | Click or tap here to enter text. | | |
| **Staff Name:** | Click or tap here to enter text. | | |
| **Student Reply Date:** | Click or tap here to enter text. | | |

***Last Updated: June 25, 2025***