

**Department of Social Sciences
Checklist for Field Experience File**

Student: Please complete the following information and turn in this form along with the required paperwork to the Social Sciences internship coordinator.

Student's Name, printed: _____

Student ID # _____

Semester _____ CRN: _____

Name of Internship Site (the name of the organization) _____

Circle the course number for which you are enrolling: SOS 4380 SOS 4680

Circle your declared major: BA-SOS BA-HIST BS-SOS BS-PSYCH BS-SOC BS-POLSCI BS-IS

Circle your class standing: Senior Junior

Please complete the following information:

_____ Total hours completed toward degree

_____ GPA at UHD

_____ Number of credit hours completed at UHD

_____ Number of internships completed by this student already

_____ Number of directed studies completed by this student already

Note: The above items must be answered for application packet to be complete. Application cannot be processed until all above items are completed.

Check the following, if completed:

_____ Two copies of printed grade report (available from e-services; attached or enclosed with this form)

_____ Social Sciences Departmental Petition/Approval form completed (AND attached or enclosed with this form)

_____ UHD Field Services application completed (AND attached or enclosed with this form: original and one copy)

_____ Resume attached or enclosed with this form

Note: The above items must be checked for application packet to be complete. Application cannot be processed until all above items are completed.