Arts & Sciences
Experiential Learning Connector

Fall 2026 CAS Internship Program: Internship Confirmation Form

Section 1: *To be completed by the applicant, prior to providing to the internship supervisor.*

Applicant's Full Name

BU ID

BU Email

Major(s)

Minor(s)

Section 2: *To be completed by the internship supervisor, once applicant has done Section 1.*

Information for Internship Supervisor: *The Boston University undergraduate student named above is applying to register for CAS IN 299, a two-credit course offered through BU's College of Arts & Sciences. The course is designed to be taken alongside a semester-long internship; it will complement and support the practical training students receive from their internships with coursework that encourages reflective learning and builds career readiness. The responses you provide in Section 2 will enable us to determine whether the internship meets the eligibility requirements for the course. Thank you for taking the time to complete this form and for providing a high-quality learning experience for this student. If you have any questions, please contact Dr. Erin Salius via email: esalius@bu.edu.*

Supervisor's Full Name

Supervisor's Position

Supervisor's Email

Supervisor's Phone

Name of Organization

Street Address 1

City

State

Zip

Do you confirm that the Boston University student named above has been offered an internship with your organization for Fall 2026?

Please select

Title of Student's Position

In the space below, please provide a brief description of **duties** the student will be taking on in this role. (Approx. 125 words)

In the space below, please provide a brief description of the **training** the student will receive as an intern at your organization. (Approx. 125 words)

Please describe the **relevance**, as you understand it, of the internship to the applicant's major (listed above). If there is no direct connection between the internship and the applicant's major or the applicant has not yet declared a major, please write "N/A." (Approx. 125 words)

To be eligible to take CAS IN 299, the student must intern a minimum of **6 hours per week** from **September 14, 2026**, through the week ending **December 11, 2026**. Completing more hours and/or interning beyond the dates of the program are permitted for US citizens/ permanent residents, but those students will not receive additional course credit. **Please note that visa restrictions prohibit international students from interning before September 2, 2026, or after December 18, 2026**.

Internship Start Date

Internship End Date

How many hours per week will the applicant intern at your organization over this period?

What days/times will Boston University student named above be interning at your organization each week? (If the schedule has not yet been determined or if the schedule will vary week-to-week, please feel free to indicate that in the space below.)

Do you confirm that the applicant is expected to intern for a minimum of 80 total hours for your organization prior to December 11, 2026?

Please select

Modality of Internship

Please select

Is your organization affiliated with Boston University?

Please select

At the end of the course, by December 10, 2026, do you agree to provide a final evaluation of the student's performance in the internship? Please note that this evaluation is required for the student to earn credit for CAS IN 299, and a template will be provided.

Please select

If you would like to expand upon any of the responses you provided above or if you would like to add any further information about the internship offer, please do so in the space below.

By signing below, you indicate that the information above is accurate to the best of your knowledge for the Boston University student named at the top of the document as of the date the form is signed.

Signature of Site Supervisor:

Date Signed: