



## School of Meteorology Application to receive credit hours for an Internship

To receive academic credit for a meteorology internship (METR 3890) you must get approval to enroll prior to your internship beginning. To do so, complete the following steps:

1. Complete this form and attach a letter or email from your internship supervisor confirming your internship.
2. Send the form and internship confirmation to Associate Director for Undergraduates ([elinor.martin@ou.edu](mailto:elinor.martin@ou.edu)).

After you receive approval from the Associate Director, you will be given the necessary enrollment permissions and you will be able to enroll in METR 3890 under the Associate Director's Section.

METR 3890 is currently a letter graded class. To receive a grade and credit for your internship:

- You are required to e-mail your internship instructor (the Associate Director) brief weekly reports to document your progress in the internship.
- At the end of the internship, you must submit a report (length to be discussed with instructor based on credits taken) to your internship instructor that includes:
  - o The nature and scope of the work you performed
  - o What you learned and how it relates to your education at OU
  - o How the internship experience has affected your career plans
- Your instructor will also request that your internship supervisor provides a written evaluation of your job performance at the completion of the internship.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail \_\_\_\_\_

Major \_\_\_\_\_

Retention G.P.A. Overall Hours Earned \_\_\_\_\_

Academic Advisor:      Shelby Hill              Brittney Johnson              Other

I am applying to earn:

1 hour     2 hours     3 hours of internship credit

fall     spring     summer 20\_\_\_\_

Internship Details:

Name of company: \_\_\_\_\_

starting on or about \_\_\_\_\_, 20\_\_\_\_

ending on or about \_\_\_\_\_, 20\_\_\_\_.

Approximate hours per week: \_\_\_\_\_

My direct supervisor will be:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**You must attach a letter or email from your internship supervisor confirming your internship**

Provide a brief statement that includes the nature of work you will be performing during this internship and how it relates to your education at OU:

Student Signature & Date\_\_\_\_\_

\*\*\*\*\*

To be completed by Associate Director

- Approved
- Denied Reason:

Student cleared to enroll in METR 3890:

Semester: \_\_\_\_\_

Section: \_\_\_\_\_

Number of Hours\_\_\_\_\_

Assoc. Director Signature & Date\_\_\_\_\_