

**2014 INTERIM CAREER EXPLORATION REGISTRATION FORM**

**Registration Deadline:**

|  |  |
| --- | --- |
| **Interim 2014** | **December 2, 2013** |
| **International Interim 2014** | **October 1, 2013** |

***Students must preregister for NDL-068 Career Exploration***

**Interim 2014**

**January 6-January 31, 2014, 35-40 hours per week (1 credit)**

**Student Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_ Grad Date: \_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_@gustavus.edu Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gustavus Adolphus College Requirements Certification: I certify that:

* I have attained sophomore status (7 credits)
* I am in good academic standing
* I am not on any type of Gustavus Adolphus College probation
* I accept the terms of the Gustavus Adolphus College Honor Code

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Sponsor Information and Approval:**

**Department Code: \_\_\_\_-268**

Interim Career Exploration Assignments:

* Responses to Reflection Questions
* Two Informational Interviews
* Site Supervisor’s Evaluation
* Faculty Sponsor Assignment(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E- Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@gustavus.edu Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you visit your student’s Interim Career Exploration site? \_\_\_\_\_Yes \_\_\_\_\_No

I approve this Registration Form and agree to serve as the faculty sponsor for the Career Exploration. I will assign a **pass/fail grade**to this student at the end of this term.

Faculty Sponsor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**For International Career Exploration Only**) Center for International and Cultural Education Approval:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Development Staff Office Checklist**

\_\_\_\_ Informer \_\_\_\_ Minimum Sophomore Status \_\_\_\_\_\_\_ Previous Experiential Credits Earned

\_\_\_\_ Datatel \_\_\_\_\_FMP \_\_\_\_\_\_ Gustie Jobs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval/Date

**Registration forms must be submitted to Vince Thomas, Internship Director by the deadline via:**

|  |  |
| --- | --- |
| **IN PERSON or CAMPUS MAIL** | **U.S. MAIL** |
| Center for Servant Leadership  Phone: 507.933.7272  Fax: 507.933.6337 | Gustavus Adolphus College  800 West College Avenue  St. Peter, MN 56082 |

**Interim Career Exploration Site and Employment Information**

\*Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***Permission required for more than one site. See Career Development for details.**

Interim Career Exploration Position Description:

Interim Career Exploration Duties and Responsibilities:

Anticipated Work Schedule:

Desired Learning Outcomes (What do the student, Faculty Sponsor, and Site Supervisor hope that the student will learn?):

Interim Career Exploration is \_\_\_\_\_Compensated (Salary per hour\_\_\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_Uncompensated \_\_\_\_\_\_\_Funded by Stipend

**Site Supervisor Information and Approval:**

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

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

Phone (Primary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (alternate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will this opportunity be offered in the future? \_\_\_\_\_Yes \_\_\_\_\_No

Are you a Gustavus Adolphus College Alumus/a? \_\_\_\_\_Yes (Class of \_\_\_\_\_\_\_) \_\_\_\_\_No

I approve this Registration Form and agree to serve as the site supervisor for the Interim Career Exploration. I will provide a meaningful experience, an appropriate work environment, and engaged supervision to this student. I will submit a completed Site Supervisor’s Evaluation Form for this student to the Gustavus Adolphus College Career Exploration Coordinator at the end of this term.

Site Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_