**Jackson State University**

**Academic Service Form**

**Internship (Unpaid), Practicum, Observation, Field Experience, and Student Teaching**

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If several faculty members are teaching different sections with the same activities, list all names above and star the lead faculty member.

Email address for lead faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number for lead faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do all sections of this course require a service experience? Yes\_\_\_\_ No\_\_\_\_

1. In 50 words or less, please tell us what community need or needs are being addressed?
2. What is the process for placing students with an agency? (example: faculty member makes contact with agency and places students, students find agency on their own, etc).

I agree to provide evaluative data as required by the Alice Varnado Harden Center for Service and Community Engaged Learning Advisory Committee (submit to [regina.clay@jsums.edu](file:///C:\Users\Regina%20Clay\Downloads\regina.clay@jsums.edu)).

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit your course syllabus with this form.**

**THIS FORM MUST BE SUBMITTED A SEMESTER BEFORE THE COURSE BEGINS!**

**Process for submitting hours at the end of the semester.**

All hours should be submitted on department letterhead and signed by the professor and department chair on or before the deadline for each semester.