

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).

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.