Jackson State University
Academic Service Form

Internship (Unpaid), Practicum, Field Experience, Apprenticeship, and Student Teaching

Date Submitted: ____________________  Faculty Name(s): ___________________________________________ 

If several faculty members are teaching different sections with the same activities, list all the names above and put an asterisk by 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.