

**Jackson State University
Academic Service Form**

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

Date Submitted: _____ Faculty Name(s): _____

If several faculty members teach different sections with this same activity, list all names above and asterisk the lead faculty member.

Email address for lead faculty member: _____

Phone Number for lead faculty member: _____

Department: _____ College: _____

Internship: _____ Practicum: _____ Field Experience: _____ Apprenticeship: _____ Student Teaching: _____

Course Number: _____ CRN _____ Course Name _____

Do all sections of this course require service-learning? Yes _____ No _____

In 50 words or less, please tell us what community need or needs are being addressed.

What is the process for placing students with an agency? (e.g. faculty member makes contact with agency and places students, students find agency on their own, students work with agency from previous projects, 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 celia.m.burse@jsums.edu). If several faculty teach different sections, the lead contact who will monitor course can sign for group.

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 each semester