APPRENTICESHIP FORM

Policy:
- Students may enroll in 1 – 6 credit hours per apprenticeship. Two apprenticeships may count toward graduation requirements. See below to determine number of credit hours.
- Apprenticeship credits do not count toward General Education requirements.
- Students must complete and sign this form which must also be signed by the campus instructor who will be awarding credit and the site supervisor at the apprenticeship site. Copies must be given to the IAIA Registrar, IAIA Instructor, Site Supervisor and Student.

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Student’s Name__________________________________________________________
Mailing Address ____________________________________________________________
Email ________________________________________________________________
Phone ________________________________________________________________

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Host Organization Name__________________________________________
Contact Person/Site Supervisor__________________________________________
Mailing Address ________________________________________________________
Email ________________________________________________________________
Phone ________________________________________________________________
Fax ________________________________________________________________

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Semester _________________________  Year__________________________
Course Code_______________________ (Use the four letter prefix from your academic program.
***The ending numbers for internships are 295, 395 or 495 depending on the student’s year standing).
Credit Hours______
Instructor’s Name & Contact Information ________________________________
Description of work to be completed by student during the apprenticeship, include any special projects:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Learning Outcomes:_________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Weekly Contact Hours: ___________________________________________________________
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The student reports directly to the site supervisor throughout the apprenticeship just as a regular
employee would. The student is responsible for his/her own transportation to and from the
apprenticeship site. The campus instructor awards credit at the conclusion of the apprenticeship based
on a report from the site supervisor that the student has satisfactorily completed the work stated above
in this contract and fulfilled the required contact hours. Any addendum to this document specifying
other items should be attached.

Student Signature___________________________________ Date______________

Instructor Signature_________________________________ Date______________

Advisor Signature ___________________________________Date______________

Dean’s Signature____________________________________ Date______________

Site Supervisor Signature_____________________________ Date______________

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HOW TO DETERMINE NUMBER OF SEMESTER CREDIT HOURS:

1 credit = 40 hours of work which is defined as direct contact time working on projects as assigned by
the site supervisor at the apprenticeship site and five hours of reflection through a journal or other
means as shared with the campus instructor.

2 credits = 80 hours of direct contact time plus reflection.
3 credits = 120 hours of direct contact time plus reflection.
4 credits = 160 hours of direct contact time plus reflection.
5 credits = 200 hours of direct contact time plus reflection.
6 credits = 240 hours of direct contact time plus reflection.