



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.**

Student's Name _____

Mailing Address _____

Email _____

Phone _____

Host Organization Name _____

Contact Person/Site Supervisor _____

Mailing Address _____

Email _____

Phone _____

Fax _____

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: _____

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 _____

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.