



User Guide: Internship Course Request

Undergraduate students can utilize the Internship Course Request form to request to enroll in internship classes. Requests for enrollment must be submitted prior to the end of the Open Enrollment period for each semester. Please see the [Undergraduate Academic Calendar](#) for specific dates.

Contents

Navigating to the Internship Course Request	2
Completing the Form	2
Student Personal Information	2
Student Academic Information.....	2
Course Information.....	3
Internship Information.....	6
Supervisor Information	7
Location.....	7
International Student - Supplemental	8
Offer Letter	9
Peabody Student - Supplemental	9
Submission	9
Approval Process.....	9
Requests Sent Back	10
Notifications	10



Navigating to the Internship Course Request

1. Open the Internship Course Request workflow at <https://vanderbilt.kualibuild.com/app/6605805cf0b061013b170626/run>.
2. The Internship Course Request form will open. Student EMPLID, VUnetID, First Name, Preferred Name, Last Name, Email Address, and Status all will pre-populate.

Student Personal Information			
EmplID 000	VUnetID		
First Name (Official)	Student Preferred Name	Last Name	
Student Email @vanderbilt.edu	Student Status ACTIVE		

Completing the Form

Student Personal Information

1. If you are an international student, you will be prompted to provide information about your visa.

Your record indicates you are an international student. Please indicate which of the following is true: *

-
-
- I am an international student on an F-1 or J-1 visa.**
- I am an international student on a different type of visa.
- I am not an international student.

Student Academic Information

1. Your classification will pre-populate. Select your program from the drop-down menu.

Student Academic Information	
Please select your program from the list below. *	Classification SR
College of Arts & Science	Expected Grad Term



2. Your Expected Grad Term will auto-populate based on your selection.
3. Select the major to which the internship course is most closely aligned.

To which of your majors is the internship most closely aligned? *

Expected Grad Term
2025 Spring

Architecture/Built Environment

Climate Studies

Course Information

1. **Year** – Enter the calendar year in which you plan to register for the internship course (e.g., 2025, 2026).

Course Information

Year *

What is the calendar year in which you wish to register for this class?

2025

2. **Term** – Select the term in which you wish to register for the internship course from the drop-down menu. (Drop-down menu populates based on Year entered.)

Course Information

Year *

What is the calendar year in which you wish to register for this class?

2025

Please select the internship course for which you wish to register. *

Begin by entering the subject code in ALL CAPS. Eligible courses will appear below.

Term *

2025 Spring



3. **Course Search** – Search for the internship course in which you wish to register.
 - a. In all caps, begin typing the subject code (e.g., ENGL).
 - b. The search will return internship courses offered in that subject area. Please note it may take some time to load.
 - c. Select the desired course from the search results.

Please select the internship course for which you wish to register. *

Begin by entering the subject code in ALL CAPS. Eligible courses will appear below.

Q AMER

- AMER 3880 - Internship Training
- AMER 3881 - Internship Read Research

4. The Course Description and Minimum/Maximum Credit Hours will auto-fill based on information from the course catalog. Take note of any co-requisites listed in the course description—you will be asked to enter credit hours for the co-requisite course in a later field.

<p>Please select the internship course for which you wish to register. *</p> <p>Begin by entering the subject code in ALL CAPS. Eligible courses will appear below.</p> <p>AMER 3880 - Internship Training x</p>	<p>Course Description</p> <p>Offered on a pass/fail basis only and must be taken concurrently with 3881. Under faculty supervision, students intern in public or private organizations, conduct background research and reading, and submit a research paper at the end of the semester during which the internship training is complete. Background reading and research will be completed in 3881 concurrently with the completion of internship training, 3880; a minimum of 3 hours of 3881 must be completed, independent of hours taken in 3880. Corequisite: 3881. [Variable credit: 1-6] (No AXLE credit)</p>
<p>Minimum Credit Hours</p> <p style="text-align: right;">1</p>	<p>Maximum Credit Hours</p> <p style="text-align: right;">6</p>

5. **Credit Hours** – Enter the desired number of credit hours for the internship. Please note this number must fall within the minimum and maximum credit hours listed above.

<p>Minimum Credit Hours</p> <p style="text-align: right;">1</p>	<p>Maximum Credit Hours</p> <p style="text-align: right;">6</p>
<p>How many hours do you wish to register for? *</p> <p>Please note the minimum and maximum credit hours above.</p>	

Co-Requisite – If a co-requisite exists, you will be prompted to enter the credit hours in which you wish to be registered for the requisite course. Please refer to the undergraduate catalog for information on the minimum/maximum credits for the requisite.

In addition to the hours for the internship requested above, this course requires enrollment in a co-requisite internship reading/research course. Please indicate the number of credit hours you wish to register for the co-requisite internship reading/research course. If you are unsure how to proceed, please speak to department or program offering the courses. *



6. **Term credit hours above 18** – Indicate Yes/No whether adding this internship course (and its requisite, if applicable) will take your total credit hours for the term above 18.

Will adding this internship course (and its requisite, if applicable) put term credit hours above 18? *

Yes

No

If you answer Yes, you will be prompted to enter the course information for the course(s) you wish to drop.

Which course(s) would you like to drop in order to have the space to fit this course? *

7. **Instructor** – Begin typing your instructor’s email address and select the correct email address from the drop-down menu.

Please search for your instructor by email address. *

Q m

m@vanderbilt.edu

m@vanderbilt.edu

m@vanderbilt.edu

by your intern

For students requesting enrollment in ES 3884, select your instructor based on the guidance provided.

For students wishing to register for ES 3884, please select your instructor based on the following criteria:

Major - Instructor

- Biomedical Engineering - Prof. @vanderbilt.edu
- Chemical Engineering - Prof. @vanderbilt.edu
- Civil Engineering - Prof. @vanderbilt.edu
- Computer Science - Your CS Academic Adviser
- Electrical and Computer Engineering - Prof. @vanderbilt.edu
- Engineering Science - Prof. @vanderbilt.edu
- Mechanical Engineering - Prof. @vanderbilt.edu

8. Ensure that the correct instructor populates in the Instructor Name field. (Note that the first name populates from system records and may not match for instructors who go by their middle name or a nickname.)

Instructor Name

M.



9. Indicate Yes/No if you have discussed the internship with your selected instructor.

Have you discussed your desire to engage in an internship for credit with this instructor? *

Yes

No

10. Indicate Yes/No if the company/organization hosting your internship requires you to earn academic credit.

Is the company/organization that is hosting your internship requiring you to earn academic credit in conjunction with the internship? *

Yes

No

Internship Information

1. Term begin and end date will pre-populate based on system dates.

Internship Information	
Term Begin Date 2025-01-01	Term End Date 2025-05-04

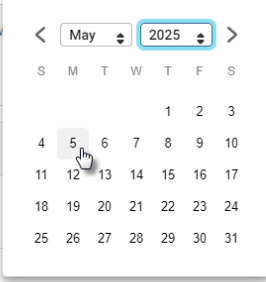
2. **Internship Start/End Dates** – Use the calendar widget to select the start and end dates for your internship.

Is the company/organization that is hosting your internship requiring you to earn academic credit in conjunction with the internship? *

Yes

No

Internship Information	
Term Begin Date 2025-01-01	Term End Date 2025-05-04
Internship Start Date * <input type="text" value="February 5, 2025"/>	Internship End Date * <input type="text"/>



3. **Hours Per Week** – International students on an F-1 or J-1 visa will be prompted to indicate the number of hours they will be expected to work per week.

Hours per week of work *



International students on an F-1 or J-1 visa, who will be participating in a fall or spring internship that requires more than 20 hours of work per week, will be prompted to provide justification for full-time participation.

Justification for full-time participation during fall or spring term *

Supervisor Information

1. **Name of Internship Supervisor** – Enter the name of your internship supervisor.

Name of Internship Supervisor

2. **Title of Internship Supervisor** – Enter the title of your internship supervisor.

Title of Internship Supervisor *

3. **Internship Supervisor Phone Number** – Enter the phone number of your internship supervisor.

Internship Supervisor Phone Number *

4. **Internship Supervisor Email Address** – Enter the email address of your internship supervisor.

Internship Supervisor Email Address *

Location

1. **Location of Company/Organization - City** – Enter the city in which the company for which you will be interning is located.

Location of Company/Organization - City *



2. **Location of Company/Organization - State** – Enter the state in which the company for which you will be interning is located.

Location of Company/Organization - State *

3. **Location of Company/Organization - Country** – Enter the country in which the company for which you will be interning is located.

Location of Company/Organization - Country *

4. Indicate Yes/No if the internship will be conducted remotely.

Will the internship be conducted remotely? *

Yes

No

If Yes, you will be prompted to enter the location where you will be while completing the internship.

Remote Internship Information		
Location of student during internship - City *	Location of student during internship - State *	Location of student during internship - Country *

International Student - Supplemental

1. International students on an F-1 or J-1 visa will be prompted to enter additional information about how the internship is an integral part of the program of study and the specific educational objectives that will be met in the internship.

International Student - Supplemental
Explain how the internship is an integral part of your program of study. *
Specific educational objectives that will be met in the internship: *



Offer Letter

1. Upload a copy of your offer letter (PDF preferred).

Offer Letter

Please attach your internship offer letter, preferably PDF. *

Select a File

Peabody Student - Supplemental

1. Peabody students will be prompted to enter a description of the internship and of the scholarly project to accompany the internship.

Peabody Student - Supplemental

Internship Description *

Description of scholarly project accompanying the internship: *

This project can be: a scholarly paper 5-10 pages in length; a series of journal entries summarizing the day's work and reflecting on its place within the field; or another substantive, scholarly project that your supervisor deems relevant. Your supervisor is responsible for grading this scholarly project at the conclusion of your experience.

Submission

1. Click Submit to submit the request for approval.

Actions

Submit

Save

Discard

Approval Process

Requests for Internship Course Request enrollment will route to the following for review and approval:

- The instructor listed on your Internship Course Request form
- Your school's Office of Academic Services



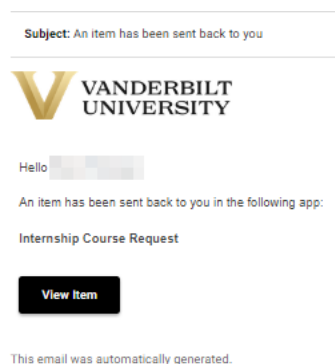
For international students on an F-1 or J-1 visa, the form also routes to the Office of International Student and Scholar Services.

Internship course enrollment requests will not be processed until all approvals have been finalized.

****Important note: Until your request has been approved and processed, you are not enrolled in the course.****

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates (for example, if you entered the wrong number of credit hours). If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.



Notifications

Notifications about the internship course request process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You and the course instructor will receive email notification if your request is approved, once the enrollment has been processed.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.