Practicum Pre-Approval Application

Undergraduate Program in Sustainable Development
*Form to be completed for permission to enroll in SDEV 3998*

With departmental approval, Sustainable Development Majors and Special Concentrators may substitute an internship or independent study for the practicum requirement. To be eligible, you must: 1) have your internship or independent study project pre-approved by the SDEV program directors by submitting this form and responses to the questions below; and 2) enroll in the SDEV UN3998 Independent Study course during the same semester you undertake the internship/project immediately following the completion of the internship/project. At the end of the semester you are enrolled in SDEV 3998, you will need to submit an additional application to Cari Shimkus at cshimkus@ei.columbia.edu. If you have successfully completed the application and received a passing grade, your internship/project will fulfill the practicum requirement.

Note that internship tasks should be substantive in nature and allow you direct exposure to meaningful work being done at the organization. Internships that are strictly administrative (i.e. photocopying) are not eligible.

Name: ___________________________ UNI: ______________

☐ Major  ☐ Special Concentration  Expected Graduation: ______________

Internship/independent study project title: ____________________________________________

Internship organization: ____________________________________________________________

Direct Supervisor's Information (If you had multiple supervisors, please attach all supervisors' full information.)

Name: ___________________________ Title: _____________________________

E-mail: ___________________________ Phone number: ___________________________

Estimated hours per week that you will work? ____________

Estimated total hours you will work? ________________ (NOTE: 42.5 hrs = 1 credit; 85 hrs = 2 credits)

Approximate dates for your internship/independent study: _____/_____/_____ to _____/_____/_____ 

Application Response Questions

Please select internship or independent study below and on an attached page, please respond to the questions. NOTE: Your application should be no more than one page in length.

☐ Internships

1. How does the work of the organization/company relate to sustainable development?
2. What will your responsibilities be (i.e. tasks/deliverables)?
3. Please describe how the internship complements your sustainable development studies and post-graduation goals.

☐ Independent Study Projects

1. Please provide a project outline detailing the research question and proposed methods.
2. How does the project relate to sustainable development?
3. Please describe how the independent study complements your sustainable development studies and post-graduation goals.

For Department Use Only:

☐ Pre-approved  ☐ NOT Pre-approved  Date: _____ / _____ / _____