

Step Into Success Program
Credit for Workforce Internship Component (CWIC)
CWIC Petition
Form No. CWIC-01

PART A

DIRECTIONS: Interns must use this form to initiate the process to petition the award of CWIC and must submit this form directly to the institution being petitioned for the award of CWIC. Interns must complete PART A of this form before proceeding.

Note: Institutions that already have an established process for the award of postsecondary credit or career education clock hours for internships or other work-based learning experiences may defer to their institutional policy and procedures in lieu of this procedure. Pursuant to Rule 6A-10.0245(2)(c), Florida Administrative Code (F.A.C.), students must not be assessed a fee for the petition of CWIC.

***To be eligible for CWIC, the criteria below must be verified before initiating the petition. You may have to contact the institution you plan to attend to help determine eligibility before applying for admission.**

1. The institution from which you are petitioning CWIC must have an academic or workforce program and coursework or training that align with your chosen area of internship.
2. You must be a degree or certificate seeking student of the institution from which you are petitioning CWIC.
3. You must meet all college and program admission requirements for the student's program of study in accordance with the institution from which you are petitioning CWIC.
4. You cannot be currently enrolled in the course for which you are petitioning CWIC.
5. You cannot have previously received a grade of A, B, C, or S in the course(s) for which you are petitioning CWIC.

*Any exception must be approved by the institution awarding CWIC.

Initial Here

Please provide your initials if the eligibility criteria above have been verified.

If you are eligible for CWIC based on the requirements listed above, then the intern's assigned mentor must proceed with completing Form No. CWIC-02. Once the mentor completes Form No. CWIC-02, the intern moves on to PART B, Step 1, on the next page. The intern must meet with an advisor at the institution being petitioned for the award of CWIC and present Form No. CWIC-01 and Form No. CWIC-02.

PART B

STEP 1: STUDENT – Continue the CWIC assessment process by meeting with an advisor to complete PART B of Form No. CWIC-01 and by providing the institution with a signed copy of Form No. CWIC-02.

Name: _____ Student ID#: _____

Phone: _____ Email: _____

Student Signature: _____ Date: _____

Institution: _____ Advisor Signature: _____

STEP 2: ADVISOR – Advisor must forward Form No. CWIC-01 and Form No. CWIC-02 to the appropriate department and provide a signed copy of Form No. CWIC-01 to the student.

Department: _____ Department Contact: _____

The department contact must inform the student of the course to which the internship is most closely aligned and provide the student with the course learning outcomes of that course and with Form No. CWIC-03 to be completed by the student.

STEP 3: Subject Matter Expert (SME) – SME must complete Step 3 after the assessment of Form No. CWIC-02 and Form No. CWIC-03 has been completed by the SME using the assessment rubric in Form No. CWIC-04. SME must forward all forms to the department head.

Course Petitioned (prefix/number/title): _____

- CWIC assessment demonstrates achievement of the course learning outcomes
- CWIC assessment does not demonstrate achievement of the course learning outcomes

Comments (if applicable): _____

Course awarded: _____ Credits/Clock Hours: _____

SME Signature: _____ Date: _____

STEP 4: DEPARTMENT APPROVAL – Department representative must submit form to Admissions and Records for processing.

Comments (if applicable): _____

Department Signature: _____ Date: _____

STEP 5: ADMISSIONS AND RECORDS – Admissions representative must process form for the award of CWIC. Student must be notified of the status of the award before the end of the semester during which CWIC was petitioned.

Admissions and Records: The information provided ☐ meets / ☐ does not meet the guidelines described by Rule 6A-10.0245 Statewide Award of Postsecondary Credit or Career Education Clock Hours for Completion of the Workforce Internship Component of the Step into Success Program, F.A.C.

Comments (if applicable): _____

Credit to be granted for: ☐ Fall ☐ Spring ☐ Summer 20____