



Internship Enrollment Agreement

I, _____, have reviewed the Internship Handbook with the **Internship Coordinator** and understand both the enrollment process and the internship requirements.

ENROLLMENT PROCESS:

- I must register for the Internship **and** complete all the requirements listed below **before** I can count any hours toward my internship goal.

INTERNSHIP REQUIREMENTS:

- I am authorized to start my internship only when the following documentation is submitted to Experiential Learning:
 - Worker's Compensation – for non-paid, for-credit internships
 - Enrollment Agreement
 - Training Agreement
 - Learning Objectives – Part 1
 - Learning Objectives Worksheet – Part 2
 - Final Project Agreement
 - Internship Schedule
 - Pre-Internship Evaluation (link will be emailed after registration is complete)
- I understand and agree to the following
 - **Time sheets** will be submitted to the Internship Coordinator **every month on the last day of the month.**
 - Intern will schedule a post-internship meeting to de-brief and update resume
 - How the intern follows through on documentation will be considered when the Internship **grade** or **certificate** eligibility is determined.

Student Signature

Date

Internship Coordinator Signature