



## Internship Enrollment Agreement

I, \_\_\_\_\_, have reviewed all the Internship paperwork 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 Internship Services:
  - 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
  - Initial Resume
- I understand and agree to the following
  - **Time sheets** will be submitted to the Experiential Learning Coordinator **every month on the last day of the month.**
  - How the intern follows through on documentation will be considered when the Internship **grade** or **certificate** eligibility is determined.

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Student Signature

Date

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Internship Coordinator Signature