



Internship Agreement Form

- Students may enroll in 1 – 6 credit hours per internship. Two internships may count toward graduation requirements.
- Internship credits do not count toward General Education requirements.
- Please complete all form fields and upload your internship on your College Central account. Goto www.collegecentral.com/iaia Click “Student”
- Click “Sign In” Access ID: 7 digit IAIA ID # Password: iaia Click “Go”
- On your dashboard scroll down to Experiential Learning tab and click “Submit a new Internship Agreement” This Internship Form will then be electronically routed to gather the appropriate signatures. If you want to check the status of your document, please login to your account for updates. You will be notified via email when the electronic signature gathering process is finalized. When it is done, print it, and bring it to The Registrar.

Student's Name _____
Mailing Address _____
Email _____
Phone _____

Host Organization Name _____
Contact Person/Site Supervisor _____
Mailing Address _____
Email _____
Phone _____
Fax _____

Semester _____ Year _____

Course Code Advisor Assigned: _____ Credit Hours _____

Instructor's Name & Contact Information _____

Description of work to be completed by student during internship, include any special projects:

Learning Goals: _____

Weekly Contact Hours: _____

The student reports directly to the site supervisor throughout the internship just as a regular employee would. The student is responsible for his/her own transportation to and from the internship site. The campus instructor awards credit at the conclusion of the internship based on a report from the site supervisor that the student has satisfactorily completed the work stated above in this contract and fulfilled the required contact hours. Any addendum to this document specifying other items should be attached.

Student Signature_____ Date_____

Instructor Signature_____ Date_____

Academic Advisor Signature_____ Date _____

Academic Dean's Signature_____ Date_____

Site Supervisor Signature_____ Date_____

Career Advisor Signature_____ Date_____

HOW TO DETERMINE NUMBER OF SEMESTER CREDIT HOURS:

1 credit = 40 hours of work which is defined as direct contact time working on projects as assigned by the site supervisor at the internship site and five hours of reflection through a journal or other means as shared with the campus instructor.

2 credits = 80 hours of direct contact time plus reflection.

3 credits = 120 hours of direct contact time plus reflection.

4 credits = 160 hours of direct contact time plus reflection.

5 credits = 200 hours of direct contact time plus reflection.

6 credits = 240 hours of direct contact time plus reflection.