



Internship Form (NON-CREDIT)

Please complete all fields & submit the signed form to the Internship/Career Director.

Policy: Non-Credit Internships do not count toward credit. **Semester: Spring 2018**

Student's Name: _____

Mailing Address _____

City, State zip
email _____ phone #: _____

Host Organization Name: _____

Contact Person/Site Supervisor: _____

Mailing Address _____

City, State zip
email _____ phone #: _____ fax #: _____

IAIA Staff on Record Name & Contact Information:

Karen Gomez, Internship/Career Director / 505.424.2319 / karen.gomez@iaia.edu

Located in the Student Success Center.

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

Learning Goals: _____

Weekly Contact Hours: _____

Student Signature _____ Date _____

Internship/Career Director Signature _____ Date _____

Site Supervisor Signature _____ Date _____

INTERNSHIP GUIDE

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. Students are paid \$10.00 per hour for up to 20 hours a week. Students are responsible for entering their hours worked into the IAIA PayChex pay system. The Internship/Career Director will confirm bi-weekly hours and satisfactorily work with the Site-Supervisor. Any addendum to this document specifying other items should be attached.