



Mount Mary UNIVERSITY

INTERNSHIP AGREEMENT FORM/REQUEST TO ADD INTERNSHIP COURSE

This form is designed for use when a student wishes to add an Internship Course. Students involved in any course of study that requires or offers an optional internship experience must register for the internship during the semester in which the placement is scheduled. Students must register for the internship before the census date (last day to add a semester-long class).

When work experience is a concurrent portion of an academic program, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.

Early start and late end dates that are required by the internship site but fall within close proximity (e.g. 2-3 weeks prior to or after) to a specific semester may occur. **In the case of a late end date that may extend beyond a deadline to submit grades, faculty and students must submit a Course Completion Agreement Form to the Registrar's office.** Students participating in placements that require work over multiple semesters must register for the internship each semester.

All internships must be approved in advance by the appropriate department chair.

Student Name

Student ID Number

Course Number and Section

Course Title

Instructor

Year and term course will be taken

Credits

Internship placement:*

*If you have not yet secured a placement, please submit this form without a location and dates.

Dates for internship:*

Email this info to mmu-registrar@mtmary.edu once you have secured a placement.

Other comments:

The final course grade should be submitted to the Registrar's Office at the end of the semester.

Instructor Signature

Date

To the Student: Please check one of the options below and sign the form. Return the form to the Registrar's Office. Contact the instructor for the course if you have any questions. Your course will be entered in the computer system and your registration processed. You will be able to see the course on My Mount Mary>My Academics>Student Schedule.

I agree to the terms stated above.

I believe the contract needs to be modified. (Please contact the instructor)

Student Signature

Date

Department Chair Signature

Date