



INTERNSHIP AGREEMENT FORM/REQUEST TO ADD INTERNSHIP COURSE

This form is designed for use when a student wishes to add an Internship course.

To the Instructor: Discuss the internship with the student and fill out this form with her. Please submit this form to the Registrar before the internship begins. The Registrar's Office will add the student to the internship course.

Please print the following information:

_____	_____	
Student Name	Student ID Number	
_____	_____	
Course Number and Section	Course Title	
_____	_____	
Instructor	Year and term course will be taken	Credits
Internship placement:	_____	
Dates for internship:	_____	
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.

I agree to the terms stated above.

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

_____	_____
Student Signature	Date

Please submit this form to the Registrar's Office. 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.