INTERNSHIP REGISTRATION FORM

Student Name: ___________________________ ID Number: __________________ Semester/YR: ____________

- Trinity enables students to earn up to six academic credits for internships that complement their academic program. The internship is to be a structured and supervised professional work experience with an accepted employer. Each credit requires forty hours of work on site. A three credit class breaks down to 10-12 hours of work per week during the fall and spring semesters.
- Credit for internships must be approved in advance. Credit will not be granted retroactively.
- We recommend beginning the registration process 4-6 weeks before the internship begins. The deadline for internship registration is fifteen business days after add/drop.
- A learning agreement must be turned into your internship instructor within ten days after the start of your internship. A sample learning agreement is on the back of this form.

To register for a credit bearing internship students must do the following
1. Complete this form. Return it to The Center for Experiential Learning and Career Success (CELCS), located in Coates University Center, suite 215. Only complete forms will be accepted.
2. E-mail exl@trinity.edu for a link to complete the Internship Pre-Survey about your internship expectations.
3. Work with your site supervisor to identify specific learning goals for your internship. E-mail your completed learning agreement to your internship instructor within five days of starting your internship.

Register student in:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course #</th>
<th>Section #</th>
<th>Credit hours</th>
<th>Internship in</th>
<th>Course Title</th>
</tr>
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</table>

Information for Employer Verification
CELS will contact your employer to verify your internship details.

| Host Organization: ____________________________ |
| On-Site Supervisor Name and Title: ____________________________ |
| On-Site Supervisor E-mail and phone: ____________________________ |

Signatures for Trinity Approval

| Course instructor’s name: ____________________________ | Signature: ____________________________ | Date: ____________ |
| Academic Adviser Name: ____________________________ | Signature: ____________________________ | Date: ____________ |
| Department Chair’s Name: ____________________________ | Signature: ____________________________ | Date: ____________ |
| Student Signature: ____________________________ | Date: ____________ |

Staff in The Center for Experiential Learning and Career Success (CELCS) verify that all registration information has been collected.

Printed Name: ____________________________ | Signature: ____________________________ | Date: ____________

If you discontinue this internship it is your responsibility to contact the registrar immediately to let the university know your last day of attendance at the site.

Revised 10/12/17
Sample Internship Learning Agreement
Turn this in to your internship instructor within five days of starting your internship

Student Name ________________________  Semester/Year __________________

A. Assignment Details
Name of Organization: ____________________________
Your title: ____________________________
Supervisor Name and Title: ____________________________
Supervisor E-mail: ____________________________ Supervisor Phone: __________________

B. Learning Goals
1. Career Exploration – Increase your awareness about what you are looking for in a career.
   - How will this internship influence career planning or advance your professional goals?
   - Consider what kind of organizational environment suits you and why, and what types of roles suit your interests and abilities.

2. Transition into work- Identify differences between your responsibilities as a student and as an employee. What habits can you create to help you succeed in a working environment and lifestyle.

3. Knowledge & Skills- Identify three specific knowledge or skill areas you would like to gain through this internship. Your choices can be a blend of soft skills like time management or effective communication and hard skills like spreadsheet modelling or press release writing. Make a plan for how you will work towards these goals by breaking them down into specific activities.

Signatures

Student ____________________________ Date ________________

On-Site Supervisor ____________________________ Date ________________

Revised 10/12/17