



CENTER FOR PROFESSIONAL EXCELLENCE
ELMHURST COLLEGE

***Please read and sign the following *Internship Program Student Agreement* form. By signing this form you agree to comply with the policies as stated and indicate you understand the following:**

1. I must meet with the Internship Coordinator and complete Internship registration materials prior to the beginning of each semester/summer work assignment.
2. I agree to complete the following Internship work session:
 - Employer Name: _____
 - Semester: (**Check only one**) Fall_____ Jan. Interim_____ Spring_____ Summer_____
 - I must immediately report to my employer and internship coordinator any circumstances that may prevent me from keeping my agreed upon work session.
3. I am registering for an Internship course that will be recorded on my transcript for the above work assignment. I must pay tuition for the credits earned. Course syllabus and assignment deadline dates will be provided on Blackboard.
4. To receive credit I must register at Goebel Hall-Records and Registration with the Consent to Register form signed by my Faculty Monitor and Internship Coordinator.
5. Once a work assignment semester has been completed, the number of credit hours earned may not be changed.
6. I must submit the following assignments to receive a passing grade on my transcript: Employer Packet, Initial Self-assessment, Goals & Learning Objectives, Feedback #1,2,3,4, Final self-assessment, Reflection Paper, Time Sheet, Supervisor Final assessment.
7. Should there be circumstances beyond my control that would prevent me from completing the course assignments, it is my responsibility to contact my faculty monitor & internship coordinator regarding this matter prior to the due date. Failure to complete assignments by the due date will result in a “No Pass” grade on my transcript.
8. I must attend all Professional Development sessions.
9. I authorize a Center for Professional Excellence representative to contact my employer supervisor for the following:
 - **Midpoint Check-In:** Employer supervisor will be contacted to check on the progress of the student’s internship.
 - **Employer Evaluation:** Employer supervisor will be sent an electronic evaluation form. Your employer will be asked to share the survey results with you, in order to provide good feedback.
 - **Employer Site Visit:** College representative will visit site and meet with supervisor
10. I understand that the Center for Professional Excellence assesses internship learning outcomes by analyzing data collected from the Pre-Evaluation, Post-Evaluation, and Employer Evaluation forms. For this study, only group data will be reported and student confidentiality will be protected.

*Student Signature _____ Date _____