

Register on [Bannerweb](#) for the discipline and number of hours you plan to intern. Then complete this form and bring to Career & Professional Development:

Presbyterian College, Clinton, SC Confirmation of Internship Registration: Learning Agreement

- GPA minimums: Internship=2.0; Research Internship = 2.5; Allied Health/Clinical Setting = 3.0
- Some academic departments, employers, and organizations may require a higher GPA.
- Internships are graded on a pass/fail basis.

ACADEMIC CONTEXT AND CORRELATED EMPLOYER INDUSTRY OR PROJECT FOCUS

I. STUDENT REGISTERING:

Name: _____ PC Email: _____

Cell Phone: _____ Faculty Intern Advisor/Instructor (print): _____ PC ID: _____

Work Eligibility: US Citizen; Permanent Resident; F-1/J-1 student (please contact OIP@presby.edu)

Note: All internships, paid or unpaid, fall under jurisdiction of employment law and require I-20 work authorization.

II. INTERNSHIP PROPOSAL

Primarily off campus; Primarily on campus | Spread over entire semester; Telescoped or expanded dates

(Time Required Per Credit hour: 1= 42 – 83 contact hours; 2=84 – 125 contact hours; 3=126 – 167 contact hours. Roughly works out to three hours per week WORKING FOR INTERNSHIP – not including written assignments – when spread over a semester.)

Proposal Title (optional; will be listed on transcript):

(30 characters including space, E.g.: Local Business Development, or Private Practice; Dentistry)

REQUIREMENTS FOR PASSING GRADE: The college requires the following items to be completed and submitted to the Faculty Intern Advisor to earn academic credit. Submit by last day of classes for registered grading period. **Faculty Intern Advisors are the GRADING instructor and may have additional requirements.**

- Verification of Contact Hours (time sheet – included in Moodle documents)
- Journal of Experience sent to Intern Advisor (topics and suggested deadlines included in Moodle documents)
- Meet with Faculty Intern Advisor (weekly / monthly / other: _____) to discuss learning experience (Faculty may assign student to meet with Career Staff for reflection discussions in lieu of Faculty meetings)
- One of the Following (Faculty intern advisor, please select one):

Summary Paper of
Internship (default if none checked)

Presentation about
Internship

Project relating to
Internship

III. INTERNSHIP LOCATION INFORMATION

(Note: non-citizen students must secure internship before applying for CPT through OIP; allow two weeks for processing)

Name of Employer Supervisor: _____

Company/Organization Name: _____

Field/Industry of Internship: _____ Phone: _____

Location: _____ Email: _____
(City, State)

Employer signature _____

In some cases, PC Career & Professional Development will verify location by phone or email, rather than requiring a signature on this line.

ACADEMIC FRAMEWORK AND LEARNING OUTCOMES

IV. INTERNSHIP PROPOSAL DETAILS

A. What are the specific responsibilities of the position? (What will you do? A job description may be attached.)

1. _____

2. _____

3. _____

B. What are your learning objectives? (May be related to knowledge, skills, attitudes, and/or values which will be demonstrated by the end of the internship experience.)

1. _____

2. _____

3. _____

V. PC SIGNATURES

I verify that I will complete all internship requirements and that I am eligible for work in the United States.

Student Signature: _____ Date: _____

I verify that I have reviewed this learning agreement:

Faculty Intern Advisor: _____ Date: _____

Career & Professional Development: _____ Date: _____