



# Internship Program

## Internship Syllabus Agreement

<b>Department:</b>	Click or tap here to enter text.	
<b>Credit(s):</b>	Click or tap here to enter text.	
<b>Course (circle one)</b>	<b>199</b>	<b>299</b>

Date: \_\_\_\_\_

Student: Click or tap here to enter text. \_\_\_\_\_ phone: \_Click or tap here to enter text. \_\_\_\_\_

Student ID#: \_\_\_\_Click or tap here to enter text.\_\_\_\_ Internship Term/Year: Click or tap here to enter text.

Under the guidance of a faculty member, the student gains practical experience in a discipline by working as an intern in a particular field of study. Internships for credit are awarded one credit hour per every 45 hours of internship work. To qualify for an academic internship, students must be currently enrolled, have a grade point average of 2.0 or better and have completed at least 12 academic credits. Internship must also be in the student’s area of study.

*ATTACH SYLLABUS FROM INSTRUCTOR to include:*

### Assignments:

What assignments will the student be responsible for completing? Such as:

- Weekly Journals or Assignments
- Final Reflection Essay
- Student and Faculty Sponsor can create additional assignments.

### Required Meetings and Contacts :

- with faculty
- with student engagement for resume review

### Evaluation and Grading:

What criteria will be used to evaluate and grade the student such as

- Weekly Journals or Assignments, Readings, Final Reflection Essay

### STUDENT PLEASE SELECT AN OPTION:

\_\_\_\_ I choose a Pass or Fail grading system for this course.

\_\_\_\_ I choose a letter an A-F grading system for this course.

See back for signature information

**By my signature, I agree to the terms of this contract.**

**Student (Signature and Date):** \_\_\_\_\_

*Complete a Registration Form to be submitted to the Registrar's Office along with this completed form.*

**Faculty Sponsor (Signature and Date):** \_\_\_\_\_

**Division Chair (Signature and Date):** \_\_\_\_\_

**Office of Student Engagement Staff (Signature and Date):**

\_\_\_\_\_

***ROUTING:*** Original – Registrar; Copies – Student, Faculty Sponsor,  
Office of Student Engagement  
*DLU: 7/19/2021*

Office of Student Engagement., Room A118  
410-386-8500  
Carroll Community College  
1601 Washington Road, Westminster, MD 21157