**Internship Learning Agreement**

Student Information

* Student name
* Student EMPL ID Number
* Student address during internship
* Student phone number
* Student Email address (@calpoly)

If the *student* is international, advise him/her to consult with the International Center about visa requirements. The department may need to provide a letter of recommendation for Academic Training Authorization.

If the *internship* is international, advise the student to go through the [International Travel](http://abroad.calpoly.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=719F668E-5056-BA1F-7190B57762AAA2E6) approval process and to submit his/her travel request by the listed deadlines.

The International Center provides resources to students traveling internationally through Cal Poly, including pre-departure preparation.

Emergency Contact Information

* Contact name
* Contact address
* Contact phone number
* Contact Email address
* Contact relationship to student

Employer Contact Information

* Employer name
* Employer address
* Supervisor name
* Supervisor position
* Supervisor phone number
* Supervisor Email address

Internship Information

* Start date
* End date
* Enrollment term
* Course prefix and number (if variable)
* Student credit units (SCUs if variable; credit-hour policy requires 30 hours/unit)
* Job title and description
* Planned work schedule (hours/week x number of weeks = total hours)
* Compensated? (yes/no)
* Rate (dollars per week or month)

Learning Outcomes

* [List]

Expectations and Signatures

* Student statement, signature, and date
* Internship supervisor statement, signature, and date
* Faculty advisor statement, signature, and date
* Department head, signature, and date
* Associate dean, signature, and date

Registration information

* Quarter and year
* Course numbers
* Permission numbers
* Units