

Internship Learning Agreement Outline

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](#) 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