Please complete the following steps to obtain department approval for your internship:

1. To this form, please attach a 500-word learning agreement that must contain the following:
   - Mutually agreed-upon description of the student’s activities in the internship
   - Duration and hours of the internship (cannot exceed 20 hours per week in fall and spring semesters)
   - Language describing how the internship relates to the student’s academic program with a clearly defined list of learning objectives and goals
   - Acknowledgment of the on-site supervisor’s commitment to provide at least one written evaluation of the student’s effort to his/her program at the end of the semester.

2. Review the following guidelines about credit correlation. Credit equivalency of 1-4 credits for work in the internship will be determined in consideration with CEH faculty.
   - 5-10 hours of internship work/week plus 4-8 pg report valid for consideration of 1-2 credits
   - 10-20 hours of internship work/week plus 8-15 pg report valid for consideration of 3-4 credits.

3. Obtain an agreement signature from your work supervisor.

4. Submit this form for signed approval by your CEH Faculty Advisor and the CEH Director.

5. After you have submitted your completed Internship Approval Form, you will receive a course permission code to register for the CEH Internship class, CEH-GA 3030, and will select the number of appropriate credits.

6. Grading will be Pass/Fail and determined on the basis of the student’s report and the on-site supervisor’s written evaluation.

On the back of this form space is provided to obtain required signatures
On-site Supervisor Agreement-

This signature is indicative of the on-site supervisor’s commitment to provide at least one written evaluation of the student’s effort to his/her program at the end of the semester.

On-site Supervisor Signature and email contact

__________________________________________ Date

CEH Faculty Advisor Agreement-

__________________________________________ Date

CEH Director Approval-

This signature is indicative of the Director's commitment to submit a grade for the student at the end of the semester.

__________________________________________ Date