

MUST BE LEGIBLE – all email addresses MUST be accurate and legible

Valid _____ Qtr. 201_____

SEATTLE PACIFIC UNIVERSITY **INTERNSHIP LEARNING CONTRACT**

~~~~~ MUST BE COMPLETED AND REGISTERED BY THE **10TH DAY** OF THE QUARTER ~~~~~

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ ID# \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_ GRAD DATE \_\_\_\_\_ MAJOR \_\_\_\_\_

SUPERVISOR NAME \_\_\_\_\_ TITLE \_\_\_\_\_

INTERNSHIP ORGANIZATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_

HOURS/WEEK \_\_\_\_\_ DATES OF INTERNSHIP \_\_\_\_\_ to \_\_\_\_\_ PAY FOR INTERNSHIP \$ \_\_\_\_\_ /HOUR (optional)

FACULTY SPONSOR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

- Please write legibly and confirm that **all email** addresses are accurate.
- Complete Learning Objectives on the back of this form.  
(you may attach additional pages)
- Obtain all necessary signatures on the back of this form.  
If you are under 18, you must obtain a parent or guardian signature.
- Bring completed form with all signatures to the SPU Registrar in Demaray Hall 151 by the 10<sup>th</sup> day of the quarter for which you are registering.

| CHART OF CREDITS<br>PER HOURS WORKED<br><i>(over a 10 week quarter)</i> |                |
|-------------------------------------------------------------------------|----------------|
| HOUR PER WEEK                                                           | CREDITS EARNED |
| 3 – 5                                                                   | 1              |
| 6 – 8                                                                   | 2              |
| 9 – 11                                                                  | 3              |
| 12 – 14                                                                 | 4              |
| 15 – 20                                                                 | 5              |
| 20 – 24                                                                 | 6              |

**FOR OFFICE USE ONLY**

CRN# \_\_\_\_\_

SUBJECT CODE \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_

CREDITS EARNED \_\_\_\_\_

Registered by: \_\_\_\_\_

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

1. Meet with your internship sponsor to design the following coursework:

- **LEARNING OBJECTIVES:** What do you want to get out of your internship (i.e., specific skills, knowledge and experiences)?
  
- **LEARNING ACTIVITIES:** Reading, research, writing, seminar attendance and other activities, either on or outside the job, you will do to meet the objectives above.
  
- **COURSE GRADE EVALUATION:** A description of your end project(s) (journal, paper, portfolio, proposal, etc.) that you will provide to your Faculty Sponsor to be graded.

2. **Required Signatures** *Signature indicates agreement by all parties to fulfill the terms of the internship described above.*

While this internship is part of my educational experience at Seattle Pacific University, I understand that SPU does not control the work environment at job or internship sites and is not responsible for employment positions at these sites.

**STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Print Name Signature

**SUPERVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Print Name Signature

**FACULTY SPONSOR** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Print Name Signature

\*Students under the age of 18 are not eligible for an internship without parent/guardian approval.

**PARENT/GUARDIAN** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Print Name Signature

3. When you have all signatures, take this form to Registration in Student Academic Services in Demaray Hall 151. SAS will send a copy of this contract to your Faculty Supervisor and to you (at your mailing address) after processing your registration. The original will be forwarded to the Center for Career and Calling.

4. Prior to the end of the quarter, the CCC will email both you and your site supervisor links to online intern evaluations. **PLEASE WRITE LEGIBLY AND CONFIRM THAT YOU GIVE AN ACCURATE ADDRESS FOR YOUR SITE SUPERVISOR .**