



Internship / Cooperative Education Agreement
DUE DATE: LAST DAY TO ADD A CLASS

STUDENT INFORMATION

Name, CLU Box #, Home Address, CLU Phone, E-mail Address, Ethnicity, Date / Semester, Student ID #, Social Security #, Major / Minor, Total Credits To Date, Prior Coop Credits To Date, Coop Credits to be Awarded

Why are you pursuing an internship and how does the internship relate to your major?

Blank lines for student response to the question above.

I have read the program requirements for an internship at California Lutheran University and understand my obligations and responsibilities. I agree to fulfill the requirements as outlined by the internship employer and sponsoring faculty. Signature of Student, Date

EMPLOYER INFORMATION

Company Name, Address, Supervisor Name, Supervisor Title, Phone / FAX, E-mail Address

DESCRIPTION OF POSITION / RESPONSIBILITIES:

Blank lines for description of position and responsibilities.

Hours per week, Number of Weeks, Rate of Pay, Is specialized training provided?, Will the student be considered for future employment with your company / organization?

I have read the program requirements for an internship at California Lutheran University and understand my obligations and responsibilities. I agree to provide supervision, guidance and evaluation for the student named above throughout the duration of the internship. Signature of Supervisor, Date

SPONSORING FACULTY INFORMATION

Name, Department, Phone

INTERNSHIP LEARNING OBJECTIVES:

Blank lines for learning objectives.

REQUIREMENTS: Written Report, Oral Exam / Presentation, Log - Daily / Weekly, Assigned Report / Readings

Assigned Details

Due Date, Coop Credits to be Awarded

The contents of this internship agreement have been discussed with the student named above.

Signature of Sponsoring Faculty, Date

REGISTRAR INFORMATION

Approval Signature, Date, GPA

DISTRIBUTION: White - Career Planning & Placement / Yellow - Registrar / Pink - Sponsoring Faculty / Gold - Supervisor

Career Planning & Placement, California Lutheran University, 60 West Olsen Road, Thousand Oaks, CA 91360

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