# Academic Internship Statement of Understanding

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| Course  Credit(s) 1 2 3  Section  CRN  Semester | Last Name  First Name  Student ID  Contact Information |

**I understand and agree to the following conditions for participation in an Academic Internship:**

1. This document must be signed and presented to Student Records (Frost 221) so that the Academic Internship course can be added to my schedule and I am officially registered for the course.
2. It is my responsibility to work with the Experiential Learning coordinator, utilize Career Services, and my faculty sponsor as resources to: research and identify academic internship sites; conduct informational interviews with prospective organizations; prepare resumes and cover letters; improve interviewing skills; obtain references, transcripts, and other required documentation.
3. It is my responsibility to seek approval from a faculty sponsor to determine my eligibility and preparedness to participate in an Academic Internship.
4. I may be required to complete Online Career Readiness Modules on Moodle prior to my participation in an Academic Internship.
5. My Academic Internship must be approved by a faculty sponsor the semester preceding participation.
6. I must work with my faculty sponsor to define my duties and responsibilities and to discuss expectations of performance by drafting learning objectives in the **Learning** **Agreement** the semester preceding my participation.
7. I must complete all academic assignments and work the required number of hours at my internship site to receive full credit for my academic internship. (45 hours=1-credit, 90 hours=2-credits or 135 hours=3-credits)
8. I must print, sign and return the **Academic Internship Risk and Consent** to the Experiential Learning coordinator before the first day of my Academic Internship.
9. I understand that I am not entitled to employment or unemployment compensation benefits upon completion of the Academic Internship experience.
10. I understand that as a student enrolled in a MA Community College of the Commonwealth, I am subject to the Massachusetts Community Colleges Student Code of Conduct as published in the Student Handbook. I further understand this Code outlines the general behavior policies, discipline, and grievance procedures pertaining to my rights and responsibilities appropriate to the college environment. As the Academic Internship site placement is an extension of the College learning environment, I will be held to the same standards. I will demonstrate professional behavior, confidentiality, appropriate dress, punctuality, and work my scheduled hours.

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*Student’s Signature Date*