

# Student Agreement

Dear Intern: Please carefully read and complete this form and sign below to signify agreement.

Year 202\_\_\_\_ : Semester: Fall\_\_\_\_ Winter\_\_\_\_ Spring\_\_\_\_ Summer\_\_\_\_

\_\_\_\_\_  
(Print) Student's Last Name First

\_\_\_\_\_  
SMC ID Number

\_\_\_\_\_  
Internship Course Title & Section Number

\_\_\_\_\_  
Internship Course Instructor

To receive credit for my internship class, I understand and agree to the following:

1. I will complete all relevant paperwork for the Internship Program.
2. I will work with my immediate supervisor and college instructor to prepare three learning objectives that I will work to achieve during this semester. These objectives must be **new or expanded learning goals** for me each internship semester. The objectives will be finalized and agreed upon by my immediate supervisor, the Internship Program staff, my college instructor, and myself before I am able to enroll in the internship class.
3. I will work at least the minimum number of hours required for receiving college credit for the internship. **If I am not getting paid, I must work 60 hours per unit of credit. If I am getting paid, I must work 75 hours for each unit of credit.** I will immediately notify the Internship Program Instructor of any change of employment or work hours that cannot be completed as a direct result of internal policy changes enforced by my internship employer.
4. **I am aware that I can only count hours towards my internship class from the date that I actually add/enroll in the class. Hours worked prior to enrollment do not qualify.**
5. I will complete all online Internship Program requirements. This will include all online assignments, recording internship hours online, completing journals, turning in the final paper on time, and any other required assignments.
6. I will obtain a "pass" grade in my internship class this session in order to be allowed to enroll in any future internship classes.
7. **I am aware that I am required to be a continuing Santa Monica College student in order to participate in the Internship Program.** A continuing student is one who has enrolled and completed a minimum of 6 units during the immediate previous full semester (fall or spring).
8. Failure to fulfill any of the items listed above will result in my being dropped from the Internship Program or receiving a non-passing grade.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date