



Date \_\_\_\_\_

Dear Internship Program Staff:

My name is \_\_\_\_\_ Student ID# \_\_\_\_\_

**As a student enrolling in the Internship Program at Santa Monica College for**

Fall      Spring      Summer      Winter      of (year) \_\_\_\_\_,

**I agree to the following:**

**Please Initial Agreement:**

- I will complete all assignments on Canvas related to my internship class. \_\_\_\_\_
- I will use Canvas at the beginning of the internship to list my learning objectives and introduce myself. \_\_\_\_\_
- I will use Canvas **at least once each week** to submit and total my work hours and do any other required work. \_\_\_\_\_
- I will complete my final two-page paper and submit it on Canvas **by the final deadline date.** \_\_\_\_\_
- I will complete the required number of internship work hours necessary for obtaining the credit for my internship. In addition, I will complete the three learning objectives that I agreed to at the beginning of the semester. \_\_\_\_\_
- I understand that failure to complete these requirements will result in a “NO PASS” grade for the class and that I will not be able to participate in the Internship Program in the future. \_\_\_\_\_
- **I understand that all information posted in the journal section of Canvas will be shared with my employer for the purpose of the employer evaluation.** \_\_\_\_\_

\_\_\_\_\_  
SMC Student Intern (**PRINT**)      Date

\_\_\_\_\_  
SMC Internship Coordinator      Date

\_\_\_\_\_  
SMC Student Intern (**SIGN**)      Date

\_\_\_\_\_  
SMC Internship Coordinator      Date