

Internship Student Learning Agreement

Educational Psychology 3861

- A. I understand my receipt of academic credit for the Career Services Internship Program is based on my ability to document *university-level* learning in a workplace through the assignments required over the 13 week experience. Submitted assignments will be correctly spelled, with good grammar and organization.
- B. I will upload my assignments in Canvas weekly. If I encounter issues uploading documents, I will contact my coach to set up an alternate means of submission. (I will check periodically with my coach to verify that my assignments are being received.)
- D. My coach must approve in advance any late assignments or syllabus changes.
- E. I will keep dated copies of all assignments and understand that it is my responsibility to keep them until my credit shows up on the University of Utah academic records.
- F. I must satisfactorily complete *all* assignments and meetings by the completion date. They *must meet final approval of my Career Services coach and the Ed. Psych. faculty advisor* in order to receive credit. Credit is not assured just because I register for this class. I must complete the internship and assignments by the due date agreed upon with my coach.
- G. I will not register for or receive concurrent credit for this internship from other sources (e.g., Hinckley Institute of Politics, other academic programs) for this same work.
- H. I understand that Ed. Psych. 3861 is a “Credit/No-Credit” class and no letter grade will be given. The number of credit hours I receive will not be changed after course completion.
- I. If for any reason I leave my position or am terminated for any reason before the end of my internship, I will notify my career coach immediately to make necessary arrangements.
- J. I will give honest representation of the work I am doing and will abide by the University of Utah “Code of Student Rights and Responsibilities” in conducting myself on this internship. I understand I represent the University of Utah in my workplace and my behavior may affect future students with this employer.

Agreed due date for completion of my internship: ____/____/____

Student Signature and Date

Career Services Coach Signature and Date