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 13 weekly assignments. 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 counselor to set up an alternate means of submission. (I will check periodically with my counselor to verify that my assignments are being received.)

D. My counselor 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 counselor 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 within 60 days of my final paper due date.

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 counselor 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 Counselor Signature and Date