

PROCESS FOR USE OF INTERNSHIP AGREEMENTS FOR CREDIT COURSES

1. After an internship site has been selected for a student and the student has met all of the departments criteria for an internship, determine whether the internship will be unpaid or paid by the internship site.
2. Select the appropriate Internship Agreement to fill out, either paid or unpaid and fill in all of the required fields in the Agreement. In Section 1. Scope of Internship, subsection A Please provide details as to the tasks the students will be doing so that it is clear to the students, the internship site and the department that the student's internship is meeting the requirements of the course.
3. Send the Agreement to the Internship Site to review. Please request that after they review the Agreement that they sign and return the signed copy to you.
4. Once you receive a signed Agreement from the Internship Site, with no changes requested, please sign and obtain signature from the appropriate Dean. The individual overseeing the internship from the department should sign the agreement as the CSU Pueblo Representative. The Agreement should also be signed by the Dean of the College or School. If there is not a Dean, but only an Associated Dean, then that person signs the agreement.

Send the fully executed copy to the internship site and keep a copy for your records. Also send a copy to OGC so we can keep fully executed Agreement on file.

5. If the Internship Site is requesting changes to the Agreement, please forward the Agreement to OGC for review. Please complete a Contract Routing Form and note the changes that the Internship Site is requesting and any position you may have on those changes. OGC will review and communicate with you regarding the requested changes. You may need to communicate with the Internship Site in order to complete the Agreement. Once the Agreement is fully acceptable by both CSU Pueblo and the Internship Site you will return the Agreement to the Internship Site for signature and follow the steps in Paragraph 4.