

Academic Internship Agreement (AIA)



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International students: please start the internship application process by meeting with [International Student Services](#).

Students, we want to help you have a great internship as part of your college experience!

For questions, information, and support, please contact us at the [Career Center](#): internships@metrostate.edu or 651.793.1289.

Student Information

Student Name (First and Last): _____ Tech ID (#'s only): _____

Official Metro State University Email: _____ Phone: _____

I am: an Undergraduate student
 a Graduate student

Academic Advisor: _____

Major: _____

Minor (If applicable): _____

Course Information

Internship semester & year: _____

Credits requested: ____ [1 credit = 40 hours of internship]

Internship Subject Code (Example: ICS, TCID, MIS): _____

Internship Course Title (This will appear on your transcript): _____

Grading Option: Letter grade (If allowed in college/department)
 Satisfactory/No credit: S/N

Faculty Learning Evaluator's Name (First and Last): _____

Email: _____ Phone: _____

Internship Site Information

Internship Organization Name: _____

Internship Job Title: _____

The internship will be: 100% On-site/In Person
 Remote (virtual)
 Hybrid (some on site, some remote)

Internship organization is based in: Minnesota Other state/country: _____

Site Supervisor Name: _____

Email: _____ Phone: _____

Internship dates (MM/DD/YY): Start: _____ End: _____

Number of hours per week: _____

Compensation:	Unpaid	I am currently employed by my internship site:	Yes
	Wages \$_____ /hour		No
	Stipend \$_____		
	Reimbursement (tuition, expenses)		

I have read and meet the required [guidelines](#) for the following college:

College of Management

College of Sciences

College of Liberal Arts

College of Nursing and Health Studies

College of Individualized Studies

College of Community Studies and Public Affairs

Learning Strategies

If you require additional space, please attach a separate document with your Learning Strategies.

Competence Statement

What you intend to learn and anticipated learning outcomes.

Learning Strategies

Describe what you are planning to do to achieve your learning outcomes. Include practical and theoretical applications in your field.

Note: be sure to include any college/department deliverables such as journals, papers, or group meetings.

Evaluation

Describe how the evaluator will evaluate and document the learning.

Signatures

Metro State University recognizes a typed electronic signature as official approval.

Student:

Date:

Site Supervisor:

Date:

Learning Evaluator:

Date:

Dean:

Date: