

# BA Internship Checklist — Agreement Template

## Student Information

**Student Name:** Click or tap here to enter text.

**Student ID:** Click or tap here to enter text.

**Visa Expiry:** Click or tap here to enter text.

**Enrolled Up To:** Click or tap here to enter text.

## Internship Details

**Proposed Host Organisation:** Click or tap here to enter text.

**Size and Status:** Click or tap here to enter text.

**Internship Job Title:** Click or tap here to enter text.

**Location and Contact Details:** Click or tap here to enter text.

## Workplace Supervisor

**Supervisor Name:** Click or tap here to enter text.

**Supervisor Email:** Click or tap here to enter text.

**Supervisor Phone:** Click or tap here to enter text.

## Internship Duration

**Proposed Start Date:** Click or tap here to enter text.

**Proposed Finish Date:** Click or tap here to enter text.

**Hours per Week / Total Weeks (240 hours):** Click or tap here to enter text.

## Approval

**Approved / Declined by:** Academic Coordinator

**Date:**

**Reviewed by:** HOD

## Notes

- iConnect manages relationships with workplace organisations, Intern NZ, and Immigration NZ.
- Prepared by iConnect — Vision 1.3, 202201