

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