Students: This form is to verify agreement by you, the student, to the conditions governing your Summer 2019 internship. This form must be completed before you begin your internship! In order for you to be registered for Summer 2019, please return this completed form to Cathy Ribarchak, Internship Coordinator, via email at: cr2@andrew.cmu.edu before June 17, 2019. If you have any questions, please call Cathy at 1-412-268-8677. Thank you.

By initialing in each box and signing below, I acknowledge that:

_____ The internship must be unpaid;

_____ The Internship Sponsor (herein referred to as employer) must complete an internship verification form. It must be returned to the attention of the Internship Coordinator, Cathy Ribarchak, in the Office of the Vice Provost for Education, via email to: cr2@andrew.cmu.edu BEFORE the internship begins;

_____ The internship is designed as a 1.0 unit, pass/no pass grade option, for elective credit only;

_____ Registration for the summer internship course (99-412A) is required. After both internship verification forms are received from student and employer, Dr. Korryn Mozisek, Director of Integrative Learning for the Office of the VPE, will determine if your proposed internship is eligible. If it is approved, the Internship Coordinator will then register you for 99-412A (students cannot register themselves);

_____ I WILL BE BILLED TUITION CHARGES FOR THIS ONE-UNIT COURSE, ALTHOUGH IT IS A TUITION-FREE COURSE. A CREDIT WILL BE ISSUED TO OFFSET THE BILLED AMOUNT TO YOUR STUDENT ACCOUNT. THIS INCLUDES ANY LATE FEES ASSESSED.

_____ It is normal procedure to be billed this way for the special internship course. I will not pay the bill when I receive it and will allow time for CMU Student Accounts to execute a credit to offset the charges.

_____ Content design and student evaluation will be monitored by Korryn Mozisek in the Office of the Vice Provost for Education, as faculty sponsor, and an on-site internship supervisor;

_____ I am required to write and submit a short reflective summary paper describing the educational value of my internship experience via Canvas BEFORE a final grade is posted;

_____ Korryn Mozisek will contact my on-site supervisor to receive feedback on my individual Pass/No Pass grade. The supervisor must also complete an exit verification form to verify the internship was completed satisfactorily.

Please provide a brief explanation as to how the duties you will be performing at your internship site relates to your major or minor studies at Carnegie Mellon. ____________________________

______________________________

______________________________

-----------------------------

Student Name: ____________________________ Andrew ID: ____________________________

Student Signature: ____________________________ Date: ____________________________