



Student Agreement

This agreement outlines the policies of the GCC Experiential Learning Program.

Intern Learning Plan

- ✓ I am responsible for completing my learning plan with my instructor, site supervisor and Internship Counselor. I am aware this is a self-directed work based learning experience.

Application Process

- ✓ I must complete the intern application, cover letter, resume and interview with internship site. Internship Counselor must approve of cover letter & resume prior to sending to employer.

Internship Commitment/ Attendance Policy

- ✓ I am expected to complete my internship commitment which includes a minimum of 126 work hours to receive academic credit for my internship. I must adhere strictly to my work schedule and communicate any conflicts to my site supervisor and Internship Counselor by phone and email.

Academic Assignments & Class

- ✓ I must complete all academic assignments as assigned and stated in my course syllabus and/or assigned by my faculty sponsor. Assignments include reflection journal & meetings, work-based projects and final portfolio or presentation.

Changes in Contact Information

- ✓ I must communicate any changes in contact information to my site supervisor, professor and Internship Counselor.

Release of Academic Information & Resume

- ✓ By signing this document, I authorize the Internship Counselor to release academic transcripts if required by my internship site supervisor.

I understand and have read the Intern Responsibilities & Requirements in my student packet and syllabus. I accept the above conditions for participating in this program. **FAILURE TO MEET THESE GUIDELINES AND POLICIES WILL RESULT IN FORFEITURE OF PARTICIPATION IN THE PROGRAM.**

Print Name: _____

Student's Signature: _____ Date: _____