

# 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](mailto: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: