

## Internship Registration Checklist

We encourage you to pursue an internship in preparation for entering the professional workplace. An academic internship becomes an agreement between you, the employer, and your internship faculty advisor about:

- Objectives to be met
- Resources and methods to be used, and
- Documentation of Learning

When you have an internship or want to explore internship requirements, use the online Learning Agreement Worksheet (<http://www.plu.edu/busa/widgets/documents-forms/items/BUSA-Learning-Agreement.pdf>).

Print this form and then prepare it as a draft to review with your internship faculty sponsor and your employer. When your faculty sponsor has approved this form, enter the information into the Career Connections Opportunities Board system at [www.plu.edu/intern](http://www.plu.edu/intern) and click on the Career Connections Icon on the right. In the left menu, you will see a “Complete the Internship Learning Agreement” link. Select the term of your internship, click the “Other” tab, then follow through. If you have any questions, please contact the Internship Office at 535-7324.

Using this online process starts a series of approvals from your employer and your faculty sponsor. The final step also registers you for the academic internship. You no longer need to complete a pink registration card.

If you really prefer not to use this online academic internship process, you may use the older version of the Learning Agreement found under QuickLinks at <http://www.plu.edu/busa/Jobs%20and%20Internships>

At the end of the Academic Internship, your faculty member will submit a Pass or Fail grade.