

Internship Process

BRIERCREST

Students interested in an internship should take the following steps:

1. View the online syllabus posted on Briercrest Live and direct questions about its requirements to the Program Coordinator. If the syllabus is not posted, please contact your Program Coordinator for a copy.
2. Determine where you will do your internship, who will be your Mentor, and who will be your Faculty Supervisor. See your syllabus for details.
3. Complete the Internship Application (see page 2 of this document) and submit it to your Program Coordinator for approval.
4. Complete the Learning Contract with your Mentor and submit it to your Faculty Supervisor for approval.
5. Your Faculty Supervisor will submit the Learning Contract to your Program Coordinator for final approval. Note: Most often your Program Coordinator will be your Faculty Supervisor.
6. If the Program Coordinator approves your internship, they will submit the Internship Application to Academic Services office. If you do not hear from the Academic Services office, check with your Program Coordinator to make sure the form was submitted to the Academic Services office for course registration.
7. The Academic Services office will send you an email to confirm your registration for the course.
8. The Faculty Supervisor will work with you and your Mentor in the pre-internship, internship, and post-internship phases.
9. Once you have completed your internship, submit any written assignments and forms to your Faculty Supervisor and arrange an interview with him/her.

Internship Application Form



1. Please complete this form by typing your answers in the blocks. DO NOT submit a handwritten form.
2. Submit a signed digital copy of this application form to your Program Coordinator for approval.
3. Complete your *Learning Contract* and submit it to your Program Coordinator for approval.
4. You will be notified once you have been registered for your internship.

INTERNSHIP DETAILS	
Course Code	Course Title
Start Date	Completion Date
If you are applying for a summer internship , to which semester would you like to have this course charged? <input type="checkbox"/> Summer semester <input type="checkbox"/> Fall Semester <input type="checkbox"/> Winter semester	
STUDENT INTERN INFORMATION	
Last Name	First Name
Address	
Email	Telephone
Credit hours completed before starting internship	Year of intended graduation
FACULTY SUPERVISOR (or PROGRAM COORDINATOR) INFORMATION	
Name	
Address	
Email	Telephone
INTERNSHIP MENTOR INFORMATION	
Name	
Title	Organization
Address	
Email	Telephone

Contract Statement

We, the undersigned, agree to the following:

- A. We plan to work together to complete the *Learning Contract* and submit it to the Program Coordinator prior to the final approval and commencement of the internship.
- B. We have reviewed the relevant documents and understand the purpose of internship.
- C. We are prepared to fulfill the requirements as outlined in the *Learning Contract*.
- D. The Faculty Supervisor (or Program Coordinator) and Mentor are prepared to provide the intern with supervision and guidance so the intern's personal development and skills will be enhanced by the Internship.
- E. The Program Coordinator will provide a copy of this form and *Learning Contract* to Academic Services and will ensure that the Faculty Supervisor, Mentor, and Intern have received copies.

Signatures

Intern	_____	Date _____
Internship Supervisor	_____	Date _____
Faculty Supervisor	_____	Date _____
Program Coordinator	_____	Date _____