

Internship Work Agreement

Student Name: _____ SSN: _____

Employer Name: _____ City: _____

Start Date _____ Projected End Date: _____ Internship Course Number: _____

Check all items that are appropriate to your internship work assignment:

- I certify that I have attended a pre-work orientation session with my academic advisor and received (or purchased) a packet of materials where **all** instructions, questions, and requirements were addressed.
- I will register for the appropriate internship course and pay fees by the deadline date each semester.
- My term project/journal will arrive in my academic advisor's office by the deadline date as provided by my advisor. If it arrives late, my grade will be in jeopardy.
- I understand how often I need to contact my advisor while on assignment.
- If I decide to change my work assignment at any time, I **must** first notify my academic advisor for instructions **before** I take action.
- If I work during the summer semester with my intern employer, I may need to be registered with TTU. I have discussed this with my advisor.
- I understand that if I am on a full-time internship assignment for six months or more, payments may begin on my student loans unless a deferment is obtained. It is my responsibility to check with the Office of Financial Aid to determine how it will affect my status as soon as I accept this internship assignment.
- If verification of my enrollment status as a full-time intern student is required by my insurance company, I will obtain this from the Office of Records and Registration, 931-372-3319.
- I confirm that I have completed the on-line sexual harassment training program. My completion certificate has been given to my advisor. (www.tntech.edu/aa/training.html)
- I understand that as an internship student, I am not eligible for any type of unemployment compensation when I end my assignment.
- As an international student, I certify that I have completed all paperwork required by the Office International Student Affairs prior to beginning my internship assignment.

Name: _____
Print Last Name
First Name
Middle Initial

Signature: _____
Date

Advisor: _____
Date