Hawai'i Pacific University students may earn academic credit for work experiences that are directly related to their major field of study through the Career Development Center’s Internship & Co-op Program. It is our policy that retroactive credit for hours worked prior to receipt and approval of completed internship forms will not be honored. Any hours worked prior to formally registering for your internship through the Career Development Center will NOT be considered.

In order to receive academic credit for co-ops or internships, the eligible student must:

➢ Complete 40 hours per academic credit for all internships. (Exceptions – HTM students must still complete 200 hours per credit).
➢ Receive a satisfactory evaluation from the employer/supervisor.
➢ Complete a self-evaluation and term paper(s) that meets guidelines specified by the program.

In consideration of the mutual benefits of the Internship & Co-op Program, HPU’s Career Development Center (CDC), the employer, and the student agree as follows:

A. The EMPLOYER agrees to:
   1. Designate an individual to supervise the student and to serve as liaison to CDC.
   2. Complete the “Employer Information” section on the back of this form.
   3. Submit a detailed job description of the student’s position duties.
   4. Provide training and assist the student in structuring and fulfilling his or her learning and performance objectives to ensure that he or she has a valuable learning experience in the internship or co-op.
   5. Evaluate the student at the end of the work experience on an online evaluation form provided by CDC.
   6. Sign and abide by the terms & conditions of our Employer Waiver & Release

B. HPU’s CAREER DEVELOPMENT CENTER agrees to:
   1. Provide a Career Advisor to meet with the student to explain the scope of the internship & co-op program and monitor the student’s work experience progress.
   2. Make contact with the employer as needed.
   3. Verify the completion of all required components and award academic credit on a Pass/Fail basis.
   4. Register student for the appropriate course to receive academic credit.

C. The STUDENT agrees to:
   1. Sign and abide by the terms & conditions of our Student Waiver & Release
   2. Complete all required components, including: term paper(s), time log with supervisor’s signature, and online student evaluation of the work experience. Failure to do so may result in a failing grade.
   3. Immediately notify the Career Development Center of any problems or changes in job status.
   4. Abide by the regulations and policies of the Internship & Co-op Program & the employer.
   5. Remain employed for the duration of the internship or co-op and complete the required hours or risk the loss of credits.

   By signing below, you agree to comply with the terms and conditions of the agreement.

Employer’s Signature  Date  Student’s Signature  Date  Career Advisor’s Signature  Date
INTERNATIONAL STUDENTS

STUDENT INFORMATION

Student Name:

Last First

Phone Number: __________________________ E-mail Address: __________________________

Degree/Major: __________________________ Student I.D. #: @ ________________

EMPLOYER INFORMATION (to be completed by employer)

Company: __________________________________________ Industry: __________________________

Address: __________________________

Supervisor Name: __________________________ Title: __________________________

Phone: __________________________ E-mail: __________________________

ADDITIONAL INFORMATION

Student’s Position/Title: __________________________ Anticipated Start Date: ______________

Hours Per Week: ______________ Pay Rate: ______________ Anticipated End Date: ______________

**EMPLOYER: Please student with an official job offer letter as they are required to submit a copy to CDC**

FOR CDC OFFICE USE ONLY:

Date: ______________ □ APPROVED □ DENIED Advisor’s initials: ______________ □ Employer Waiver Recvd □ Student Waiver Recvd

Semester: ______________ Course Alpha: ______________ Number: ______________ Section: ____ Credits: ____ CRN: _______

Work Authorization Dates

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Term Paper

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Evaluations

Student Evaluation Completed: ______________

Employer Evaluation Completed: ______________

Total Hours: _________

FINAL GRADE: _______ Advisor: _______ Date: _______