This is REQUIRED for internship registration!

This release agreement is required for registration of your academic internship. You must complete this BEFORE the beginning your internship.

If you have any problems or questions, please contact:

Linda Ashworth
Assistant Director of Experiential Education
Northwestern College Center for Calling & Career
651-631-5265
LRAshworth@nwc.edu
3003 Snelling Avenue North
Saint Paul, MN 55113

Can I re-enter this form?

1. Before you exit the Liability Release Agreement **copy and paste** the URL in your internet browser window.
2. When you want to get back in to edit information simply open up your saved link.

How long will this take?--Set aside 40 minutes

There are 2 basic activities.
1. View the tutorial. Give yourself 25-30 minutes.
2. Input information related to your internship. The time varies depending on your situation, the number of internships and the type.

Set aside 40 minutes to complete this document.
Remember: You can re-enter it as long as you have not clicked "DONE".

What kind of info do I need?

1. Intern's personal info (name, ID #, contact info)
2. Intern's educational profile (program, major, department, 2nd major, grad date)
3. Internship provider(name, address, web address)
4. On-Site Supervisor (name, title, contact info)
5. Internship details (job description, hours, Start/End dates, compensation info, requirements --such as drug tests, etc)
6. Risks, stressors, conditions, accomodations

Go to Academic Internships for more info.

Intern Information

*Your Contact Information

First	
MI	
Last	
Maiden	
Student ID #	
Email	
Phone (xxx-xxx-xxxx)	

*What option best describes your internship status?

- I have accepted an internship offer and want to complete the liability release agreement as part of the registration process.(Most common)
- I am still in the process of arranging an internship but need to register for the internship credits by registering for GST 4095 (Internship placeholder course).

Incorrect Answer

Please go back review the tutorial and respond to the verification question. A correct answer is necessary to proceed.

Tutorial

Read/view the following tutorial slideshow. It will take about 20 minutes. It covers information relevant to the registration and liability issues of your academic internship.

TUTORIAL(Click to open the tutorial in a new window.)

Difficulties opening this tutorial? Contact the Center for Calling & Career.

Tutorial Question #1

*Academic Internship Liability Release Agreement is needed because . . .

- . . . all employers require the release agreement.
- . . . NWC does not control the work assignments, work-site conditions, supervision, or training.
- . . .it is Minnesota state law.

Tutorial Question #2

***My on-site supervisor is responsible for _____?**

- ○ providing a reference for me.
- ○ providing me with a quality experience.
- ○ evaluating me near the end of the internship.

Tutorial Question #3

***3 pictures were included in the tutorial to illustrate "conditions". Select a word that describes one of the pictures.**

[ ]

International Internship

At any point in your internship, will you be traveling out of the country?

(This does not include personal vacations. We only need information if, while working as an intern, you are traveling out of the USA for ANY part of the internship.)

***US or International**

- ○ United States Only
- ○ International travel is part of this internship.

Reminder

Save the URL in your internet browser window if you wish to return to the Liability Release Agreement at a later time.

Educational Details.

Describe your educational program, major, minor and projected graduation date and academic department.

***Education details.**

	Program	Academic Department	Major or Minor	2nd Major or Minor	Projected Grad Date
ED					

Internship Statistics

Northwestern College has established a very liberal definition of "internship semester" since internships do not always neatly occur in semesters. Notice that there is some overlap to try to make it as flexible as possible.

In order to maintain integrity in our academic transcripts all interns must be registered in the semester they are doing their internship. Make sure you select the appropriate semester.

Academic Internship Extended Semesters

FALL--approx 5 months

no earlier than 2 weeks before Fall semester begins (~Aug 12) through the day before Spring semester begins (~Jan 12)

SPRING--approx 6 months

no earlier than beginning of spring registration (~Dec 1) and no later than June 1

SUMMER--approx 4 months

no earlier than the beginning of summer registration (~April 20)and no later than the day before fall semester starts (~Aug 26)

---

*Enter the appropriate semester, course code, credits, and faculty supervisor for your internship.

	Semester	CourseCode	Credits	Faculty Supervisor
Stats				

Insert faculty supervisor's name if **NOT** listed in drop down menu

*Will I need more than one semester to complete the required hours for the above internship?

- I expect that all my required internship hours will be completed in the semester I indicated above.
- I anticipate that more than 10 % of my required internship hours will NOT occur in the semester I indicated above.

Organization (Org) Information

Organization (Org):

The business or organization that is providing your internship experience.

Please give us accurate information. The college will make direct contact with your internship site near the beginning of your internship. Make sure the phone includes the area code (xxx) xxx-xxxx.

*Organization Name - The name of the organization place you are doing your internship.

Organization Name	
Org Address1	
Org Address2	
Org City	
Org State	
Org Zip	
Org Country	
Org Web	
Org Phone (xxx-xxx-xxxx)	

*What industry best describes your internship employer?

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, AV Technology and Communications
- Business, Management, Finance and Administration
- Church, Parachurch, Missions
- Education and Training
- Government/Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety and Security
- Marketing, Sales and Service
- Science, technology, Engineering and Mathematics
- Transportation, Distribution and Logistics

Internship Type

*Which term best describes the ministry:

- Church(congregation)
- Para-church (overtly Christian but does not have a congregation)

Government Type

*Which one best describes your internship site:

- City
- County
- State
- Federal

Site contacts

Northwestern College will need to contact your on-site supervisor(s) via phone and email. Make sure your information is ACCURATE.

Ask your on-site supervisor to authorize our emails so they are not routed to junk mail.

*On-Site Supervisor #1 (Required)

This person should be your primary supervisor. This person will be the most knowledgeable about your performance.

OSS1 First

OSS1 Last

OSS1 Title

OSS1 Email

OSS1 Phone (xxx-xxx-xxxx)

*Human Resource or Management contact. (Required)

Please include ANOTHER internship contact person that can OFFICIALLY represent the organization on employment issues. This is most often someone in the organization's Human Resource Department.

If your supervisor is the actual HR contact input the information again.

HR First

HR Last

HR Title

HR Email

HR Phone (xxx-xxx-xxxx)

On-Site Supervisor #2 (Recommended)

This person can be a secondary supervisor or another employee who is able can assess your performance. This person will be sent an evaluation near the end of the internship.

OSS2 First	
OSS2 Last	
OSS2 Title	
OSS2 Email	
OSS2 Phone (xxx-xxx-xxxx)	

On-Site Supervisor #3 (Optional)

This person can be a secondary supervisor or another employee who is able can assess your performance. This person will be sent an evaluation near the end of the internship.

OSS3 First	
OSS3 Last	
OSS3 Title	
OSS3 Email	
OSS3 Phone (xxx-xxx-xxxx)	

Internship Title and Description

Give a descriptive title. If you do not have a formal title please give one that best describes your function. Provide a description of your internship in the text box given below.

- Duties to be performed
- Required Qualifications
- Equipment/software used
- Training or Conferences
- Special projects

Please be as detailed as possible. Please include any projects or goals that you and your on-site supervisor have identified for you to accomplish.

*Internship Title and Description. Put N/A if not applicable.

Intern's Title	
Duties	
Qualifications	
Technology/Equipment	
Training Provided	
Special Projects	
Other	

*Monetary Compensation

- paid (you receive a paycheck at regular intervals)
- stipend (you receive a fixed amount of money for the entire internship)
- unpaid

Non-Monetary Compensation

- housing provided at reduced/no cost
- transportation/parking provided at reduced/no cost
- meals and/or entertainment provided at reduced/no cost
- educational training
- conference fees
- professional membership fees

Other (please specify)

*Please check all that are required by your internship provider as a condition of employment.

	Yes	No
Academic credit confirmation letter from NWC		
Background check		
Drug test		
Confidentiality agreement		
No-compete clause		
Intellectual property agreement		
Other requirement not listed above		

If yes, what is the additional requirement?

Hours and Duration

DURATION
The START DATE cannot be earlier than today's date. College policy dictates that any hours completed before the completion of this Liability Release Agreement do not count towards academic credit.

Many students do not know their exact end date. Please give the approximate date.

HOURS
Your internship requires a minimum number of contact hours. Each major's requirements vary. Please indicate below your approximate hours per week and the total number of hours you plan to complete to satisfy your requirement. You may exceed the minimum number of hours without registering for more credits.

*Internship Duration

	MM	DD	YYYY
Start Date	/	/	
End Date	/	/	

*Hours

Hours per week

Total Hours

Do you have another internship this semester?

*Do you need to register for an ADDITIONAL internship this semester?

- I am registering for only 1 internship this semester.
- I am registering for another internship at a DIFFERENT site.
- I am registering for additional internship credit at the SAME site (MIN 4992 or ICS 4992-4994).
- None of the above.

Internship #2 Statistics

Northwestern College has established a very liberal definition of "internship semester" since internships do not always neatly occur in semesters. Notice that there is some overlap to try to make it as flexible as possible.

In order to maintain integrity in our academic transcripts all interns must be registered in the semester they are doing their internship. Make sure you select the appropriate semester.

Academic Internship Extended Semesters

FALL--approx 5 months

no earlier than 2 weeks before Fall semester begins (~Aug 12) through the day before Spring semester begins (~Jan 12)

SPRING--approx 6 months

no earlier than beginning of spring registration (~Dec 1) and no later than June 1

SUMMER--approx 4 months

no earlier than the beginning of summer registration (~April 20)and no later than the day before fall semester starts (~Aug 26)

---

*Enter the appropriate semester, course code, credits, and faculty supervisor for your internship.

	Semester	CourseCode	Credits	Faculty Supervisor
Stats				

Insert faculty supervisor's name if NOT listed in drop down menu

Will I need more than one semester to complete the required hours for the above internship?

- ○ I expect that all my required internship hours will be completed in the semester I indicated above.
- ○ I anticipate that more than 10 % of my required internship hours will NOT occur in the semester I indicated above.

Internship Provider #2 Information

Internship Provider #2 (IP2):
The business or organization that is providing your internship experience.

Make sure the phone includes the area code (xxx) xxx-xxxx.

*Internship Provider(IP2)

IP Name	
IP Address1	
IP Address2	
IP City	
IP State	
IP Zip	
IP Country	
IP Web	
IP Phone (xxx-xxx-xxxx)	

Internship #2--On-Site Supervisor (OSS) Information IP2

Northwestern College will need to contact your on-site supervisor(s) via <u>phone and email</u>. Make sure your information is ACCURATE.

Ask your on-site supervisor to authorize our emails so they are not routed to junk mail.

Your on-site supervisor will be sent an evaluation near the end of the internship.

***On-Site Supervisor #1 (Required)**

This person should be your primary supervisor. This person will be the most knowledgeable about your performance.

OSS1 First

OSS1 Last

OSS1 Title

OSS1 Email

OSS1 Phone (xxx-xxx-xxxx)

***Human Resource or Management contact. Please include an another internship contact person that can officially represent the organization on employment issues.**

HR First

HR Last

HR Title

HR Email

HR Phone (xxx-xxx-xxxx)

Additional On-Site Supervisor (Recommended)

This person can be a secondary supervisor or another employee who is able can assess your performance. This person will be sent an evaluation near the end of the internship.

OSS2 First

OSS2 Last

OSS2 Title

OSS2 Email

OSS2 Phone (xxx-xxx-xxxx)

Additional On-Site Supervisor (Optional)

This person can be a secondary supervisor or another employee who is able can assess your performance. This person will be sent an evaluation near the end of the internship.

OSS3 First

OSS3 Last

OSS3 Title

OSS3 Email

OSS3 Phone (xxx-xxx-xxxx)

Internship #2 Title and Description

Give a descriptive title. If you do not have a formal title please give one that best describes your function.
Provide a description of your internship in the text box given below.

- Duties to be performed

- Required Qualifications
- Equipment/software used
- Training or Conferences
- Special projects

Please be as detailed as possible. Please include any projects or goals that you and your on-site supervisor have identified for you to accomplish.

*Internship Title and Description. Put N/A if not applicable.

Title	
Duties	
Qualifications	
Technology/Equipment	
Training Provided	
Special Projects	
Other	

*Monetary Compensation

- ○ paid (you receive a paycheck at regular intervals)
- ○ stipend (you receive a fixed amount of money for the entire internship)
- ○ unpaid

Non-Monetary Compensation

- ☐ housing provided at reduced/no cost
- ☐ transportation/parking provided at reduced/no cost
- ☐ meals and/or entertainment provided at reduced/no cost
- ☐ educational training
- ☐ conference fees
- ☐ professional membership fees

Other (please specify)

*Please check all that are required by your internship provider as a condition of employment.

	Yes	No
Academic credit confirmation letter from NWC	○	○
Background check	○	○
Drug test	○	○
Confidentiality agreement	○	○
No-compete clause	○	○
Intellectual property agreement	○	○
Other requirement not listed above	○	○

If yes, what is the additional requirement?

Internship #2:Hours and Duration

DURATION
The START DATE cannot be earlier than today's date. College policy dictates that any hours completed before the completion of this Liability Release Agreement do not count towards academic credit.

Many students do not know their exact end date. Please give the approximate date.

HOURS
Your internship requires a minimum number of contact hours. Each major's requirements vary. Please indicate below your approximate hours per week and the total number of hours you plan to complete to satisfy your requirement. You may exceed the minimum number of hours without registering for more credits.

*Internship Duration

	MM	DD	YYYY
Start Date	/	/	
End Date	/	/	

*Hours

Hours per week	
Total Hours	

*Do you need to register for an ADDITIONAL internship this semester?

- No. I do not have anymore internships to register for.
- I am registering for another internship at a DIFFERENT site.
- I am registering for additional ministry or ICS internships and/or Christian Service(MIN 1641-1644) conducted at the SAME site.
- None of the above.

Do you have another internship this semester?

Do you have 3 or more academic internships in 1 semester?

- Yes
- No

3 or more internships?

You will need to finish this release agreement and then complete a new release form. We can only process 2 at a time using this form.

Ministry Internships

Select all internship codes that apply for this semester.

- ☐ MIN 4991
- ☐ MIN 4992
- ☐ ICS 4991
- ☐ ICS 4992
- ☐ ICS 4993
- ☐ ICS 4994
- ☐ MIN 1641 - Christian Service
- ☐ MIN 1642 - Christian Service
- ☐ MIN 1643 - Christian Service
- ☐ MIN 1644 - Christian Service

Please explain.

Sometimes there are unusual circumstances. Please explain.

Please explain why you selected "None of the Above".

Relationship to on-site supervisor

Anyone supervised by a relative should identify someone other than their relative to provide objective evaluation of your performance. If that is not possible please discuss this with your faculty supervisor.

***Relationship to supervisor**

- ○ Not related to supervisor
- ○ Supervisor is from my immediate family (father, mother, sister,etc)
- ○ Supervisor is from my extended family (i.e. uncle,aunt, grandfather, etc.)

Risks and Safety Issues

What risks or safety issues do you believe are relevant to your internship site? What steps are you taking to improve your safety and lessen your risks during your internship?

Examples of Risks or Safety Issues (not an exhaustive list):

* Working after dark and the internship site is considered a high risk area
* Transporting minors in your personal vehicle as part of your internship
* Working directly with high risk population groups (HIV/AIDS, substance abuse, juvenile delinquents, parolees, mentally ill, etc.)
* Working with large sums of money or investments
* Working on a company or government project that requires secrecy
* Privacy issues: HIPAA or APA
* Biological, chemical, or electrical hazards

***List any risks that you have identified for your internship.**

NOTE: Do NOT answer "none". Every job has some type of risk.

***What steps are you taking to lessen your risks, improve your safety and/or equip yourself to handle the potential liability or safety issues?**

Must indicate steps to lessen RISK.

Disclosure

***Disclosure of Condition(s): You are not required to disclose any condition to Northwestern College. However, you may find it useful to seek support from NWC.**

Examples of conditions(not an exhaustive list):

* **History of violence, anger, rage**
* **Depression, mental illness**
* **Sensitivity to environmental pollutants**
* **Inability to meet physical demands essential to the job**
* **Medical conditions such as diabetes or seizures**
* **Physical disability that may significantly hinder safety**
* **Prescription medications with potential adverse side effects**

Do you wish to disclose any conditions that may affect the performance of your internship or may pose safety risks to yourself or others?

- I do not wish to disclose any conditions that may affect performance or safety.
- Yes, I do wish to disclose information regarding a condition that may affect performance or safety on the internship.

If you answered YES---please contact Linda Ashworth, 651-631-5109, LRAshworth@nwc.edu to discuss this issue.

Emergency Contact Information

Please provide the names of two individuals to serve as emergency contacts.

*Emergency Contact #1 (EC1)

EC1 Name

EC1 Relationship to Intern

EC1 Address

EC1 Address 2

EC1 City

EC1 State

EC1 Zip

EC1 Country

EC1 Email

EC1 Phone (xxx-xxx-xxxx)

*Emergency Contact #2 (EC2)

EC2 Name

EC2 Relationship to Intern

EC2 Address

EC2 Address 2

EC2 City

EC2 State

EC2 Zip

EC2 Country

EC2 Email

EC2 Phone (xxx-xxx-xxxx)

Northwestern College's Academic Internship Release Agreement

Carefully read and agree to the following statements:

NOTE: By signing the release agreement for this academic internship, you acknowledge that you have carefully read, and that you knowingly and voluntarily agree to its statements for the duration of the academic internship.)

*Carefully read the following:

I Understand and Agree

Northwestern College (NWC) does not control the way in which the internship site and work experience is structured or operated. In granting credit for this internship, NWC affirms that, to the best of its judgment, the experience is an appropriate curricular activity for the intern and is worthy of academic credit. Ultimately, the value of this experience is the responsibility of the intern and their internship site. NWC does not knowingly approve internship opportunities which pose undue risks to its students. If the intern becomes aware of significant changes to the risk associated with this internship, the student is obligated to disclose this information to the appropriate NWC contact. In addition, NWC is not responsible for any travel and/or living arrangements associated with this internship.

Please initial

*INSURANCE AND LIABILITY ISSUES

Please READ the following statements regarding "Insurance and Liability Issues". Questions? Contact the Center for Calling & Career at 651.631.5265.

You must agree to all the following statements:

	I Agree
I have the health, accident, and hospitalization insurance coverage for the duration of my internship. I understand that I am responsible for the costs of such insurance and for any expenses not covered by this insurance, and I recognize that NWC does not have an obligation to provide me with such insurance.	○
I hereby give permission for the inquiry and release of any information related to a criminal background check as required by NWC or the internship provider. Records will be released to the internship provider.	○
I have inquired about the physical, mental, and emotional stressors associated with this internship and do not anticipate any conditions that would inhibit me from safely completing this internship. In addition, I assume full responsibility for any undisclosed physical, mental or emotional conditions that might result in injury or damage to me or others.	○
I hereby give NWC permission to release any immunization records or other medical records required by internship provider.	○
I have made myself familiar with the inherent risks involved in this internship and understand that NWC does not have any control over the activities, equipment or facilities used during this internship. I understand it is my responsibility to adhere to all the internship site's safety and security guidelines and to seek counsel when uncertainty arises regarding risk.	○
I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. I also understand that worker's compensation may not be provided by the employer. NWC is not responsible for loss of income due to activities related to this internship.	○
I understand that NWC is not responsible for any living arrangements during this internship. In addition, I understand that NWC is not liable for the loss, theft, or damage to my personal property.	○
I understand that the internship provider may have additional requirements such as drug and health screening, security clearance, safety training, non-compete or disclosure clauses. NWC is not an agent in these requirements and as such shall not be responsible for the exercise and/or any outcome of these requirements.	○
I understand that NWC will not provide transportation to or from the internship site and that I will be responsible for my own transportation. Minnesota law requires that the owner of a vehicle be responsible for insuring it. If an accident occurs while I am traveling to or from the internship regardless of the ownership of the vehicle, the vehicle owner's insurance would be first response, then the College's Non-Owned auto coverage will respond but only on an excess basis and only for bodily injury or property damage to someone else's property. Any damage to the student's vehicle would not be covered under NWC's auto program. As state auto liability laws may vary, in an event of an accident, each incident would be addressed on a case by case basis.	○

Please initial

[ ]

*PROFESSIONAL CONDUCT

Please READ the following statements regarding professional conduct.
Questions? Contact the Center for Calling & Career at 651.631.5265.

You must agree to all the following statements.

	I Agree
I understand and agree to a willingness to conform to Declaration of Christian Community established in the NWC Student Handbook and to the professional standards outlined by my academic department. In addition, I understand it is my responsibility to be familiar with the internship provider's policies and procedures regarding harassment, discrimination, injury and other employee grievances.	○
I have completed the NWC pre-internship training required by my department.	○
I have honestly and accurately represented my capabilities to the employer and NWC faculty /staff. I have received NWC counsel on appropriate internships based on my capabilities and career goals and believe that this internship will be beneficial to my academic and career development.	○
I agree that should NWC decide that I must be terminated from my internship because of conduct that might bring the program into disrepute, or the internship site into jeopardy, or violates the NWC's Declaration of Christian Community, that decision will be final and may result in the loss of academic credit. The decision may be appealed following the procedure established in the NWC Student Handbook.	○

Please initial

[ ]

*General Release Agreement

Please READ the following "General Release Agreement".
Questions? Contact the Center for Calling & Career at 651.631.5265.

You must agree to all the following statements.

	I Agree
By registering to participate in this academic internship, I accept and agree to the following: There may be hazards involved in participating in this academic internship, including (but not limited to) physical, mental and emotional exertion, travel to and from the internship.	○
I expressly and knowingly assume the risks of these hazards and any other hazards that may arise in relation to this academic internship.	○
On behalf of myself, my heirs and assigns, I expressly and knowingly agree to (1) not hold Northwestern College, its directors, trustees, officers, employees or agents (collectively referred to as "Northwestern") responsible for any liability, loss, cost or damages arising from or related to any one or more hazardous situations that may arise in this academic internship; (2) release Northwestern from all liability, loss, cost or damages arising from or related to my participation in this academic internship, including any resulting from the ordinary negligence or fault of Northwestern or other participants, whether that negligence or fault is active or passive (except that I do not release Northwestern from any liability, loss, cost or damages arising from or related to Northwestern's gross negligence or intentional, willful or wanton acts); and (3) indemnify and hold harmless Northwestern for all costs, damages, and awards, including attorneys fees, arising from or related to any demands, causes of action, claims, counterclaims, or cross-claims brought by any other person or entity against Northwestern arising from or related to my acts or omissions, whether intentional or negligent, in connection with this academic internship. This Agreement does not apply to intentional, willful or wanton acts of Northwestern. I also understand that Northwestern College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the Academic Internship Program.	○

Please initial

*Disclose Evaluation Information to Northwestern College

Your on-site supervisor(s) will be asked to evaluate your performance during the internship. Your evaluation will remain confidential and will be bound by FERPA guidelines practiced at Northwestern College.

	I Agree
I give my internship provider and my on-site supervisor permission to send evaluation information to Northwestern College to satisfy the evaluation requirements of this academic internship.	○

Please initial

Please input any requests for modifications to this liability release agreement.

Please check your email for a response from the Center for Calling & Career.

Electronic Signature for the Academic Internship Release Agreement

Electronic Signature for the Academic Internship Release Agreement and Consent to Disclose Evaluation Information

By inserting your full name and your Northwestern College student ID# below you acknowledge that you have carefully read, and that you knowingly and voluntarily agree to the statements written above for the duration of the academic internship described in this form. If the internship changes significantly you are obligated to notify NWC Assistant Director of Experiential Education and your faculty supervisor. You may be asked to submit a new signed form.

**** Insert your full name.**

(First, MI, Last name; Maiden)

***Insert Student ID #**

Student ID#

***Today's Date**

MM DD YYYY

Today's date / /

Set Up an Appointment

All students who are doing an international internship must set up an appointment with Linda Ashworth.
Call the Center for Calling & Career at 651-631-5265 to schedule an appointment.

International Internships

***Which of the following BEST applies to your international internship?**

- A U.S. business or organization is working with me to arrange the internship placement, transportation, housing, insurance, emergency strategies and/or visas.
- I am making all the arrangements myself directly with the international internship site. There is no US agency working with me.
- A Northwestern College faculty accompanying me on the internship making most of the arrangements.
- Other (please specify)

International Internships Specifics

***Sending Organization:**

Please provide the following information about the organization or business helping you setup the internship. This should be different than the actual internship site. Example: You are using a company that arranges internships overseas. Or a US business has arranged for you to do an internship in China. NWC needs their contact info.

Insert N/A if not applicable.

Sending Contact Name

Sending Organization

Sending Address

Sending Address 2:

Sending City

Sending State

Sending ZIP

Sending Country

Sending Email

Sending Phone (xxx-xxx-xxxx)

Countries You Will Be Visiting During Internship

***In which country(ies) is your internship (either in part or in whole) occurring?**

Country 1

Country 2

Country 3

***Have you ever traveled to country(ies) before?**

- Yes
- No

***How knowledgeable are you regarding the country/region's customs, language, geography, laws, crime, and other safety related situations?**

Be DESCRIPTIVE please.

Faculty Member Contact With Internship Site

***Faculty contact with international internship site.**

- My faculty supervisor has spoken with a contact at my internship site.
- My faculty supervisor has not made contact with my internship site. I will make sure they do this before I leave the U.S.

***Insert a copy of your faculty supervisor's confirmation of their contact with internship site.**

If you do not have info now please insert "To be sent" in the box.

Additional International Contact

***Additional International Contact (IC)**
Please provide the name of an English-speaking contact (other than your on-site supervisor) in the country of your internship.

IC First	
IC Last	
IC Country	
IC Email	
IC Phone	

Exit Strategy

It is essential that you have a plan of how you would return home or get to a safe place if there is a crisis in your internship country. This is particularly important if you are interning in an underdeveloped country or if you are in a remote location.

***Give a detailed description of your exit strategy.**

Hospital Information

*Hospital Information (International)

As part of your comprehensive preparedness, please obtain information on the hospital where you would seek medical care if it became necessary while you are out of the country.

Hospital Name

Hospital Address 1

Hospital Address 2

Hospital City

Hospital State

Hospital Country

Hospital Web

Hospital Email

Hospital Phone

*Doctor's Information (International)

Make sure you know the name of a doctor that would treat you if you became ill while out of the country.

Doctor's Name

Doctor's Phone

Doctor's Email

Travel Plans

*Travel Plans:

Give a detailed description of your travel plans. Please send any updates to: LRAshworth@nwc.edu.

*Copy your travel itinerary here.

Health, Accident, and Hospitalization information:

Health, Accident, Hospitalization Information is required for ALL International Interns. This insurance must cover you while you are out of the country and during your entire internship. Many health providers do not provide this coverage. If your current provider does not cover you internationally you must obtain insurance that WILL cover you when you intern abroad.

The college offers an inexpensive plan. For more information about this insurance, contact Ruth Ball, rlball@nwc.edu.

*International Insurance Information

Name of Insurance Provider	
Policy Number	
Phone Number	
Website	

***Paste the confirmation of your international insurance in the box below.**

If you do not have this presently, please insert the words "will provide before departure".

Send the confirmation to Linda Ashworth, lrashworth@nwc.edu.

Travel Registration and Consulate Identification

What is Travel Registration?
Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate.

CLICK HERE to register your trip with US Travel Registration.

Northwestern College must receive confirmation that you have completed this step.

***The US consulate can assist you if an emergency arises while you are out of the country.**

Click here to find the location of nearest US Consulate: US Consulate.

Insert the US Consulate location in the text box below.

***Paste the confirmation of your travel registration with the US consulate in the text box below.**

GST 4095

While you cannot register for an internship that you do not have yet, you can register for the internship credits before you have secured the actual internship. This course is called **GST 4095**. It allows the registrar to count the credits for the internship even if you don't yet know where you'll be interning or other specifics.

Who might need this? Anyone needing to meet a minimum credits such as athletes for eligibility requirements or for financial aid reasons.

Do you want to register for GST 4095?

- ○ Yes, I need to register for GST 4095.
- ○ No, I do actually have my internship lined up and need to complete the release agreement to finish the registration process.

GST 4095 Syllabus and Policies

Read the following: GST 4095 Course Syllabus (Click on link to open the syllabus in a new window.)

*Statement of Agreement with GST 4095 Policies

- **To satisfy the logistics of registering for the internship course that hasn't yet been approved, I authorize the Northwestern College to register me for GST 4095 course.**
- **This will charge my account the proper tuition charge and credit my account with the financial assistance that has been set up for me during the semester.**
- **I do understand that if I fail to replace this course with the approved Internship or course for credit, adjustments will be made to my tuition charge as well as my financial assistance.**
- **This may result in a balance owed the college.**

* Signature: I agree to the statements given above.

Full Name

ID#

Today's Date

GST 4095 Follow-up

NEXT STEPS!

To complete your registration for GST 4095 you must also complete an ADD/DROP form with the following info:

Course name: GST 4095
Credits: the same # of credits as the internship you intend to take
Required signatures: Faculty supervisor and student signatures

After you find the actual internship, you will need to DROP GST 4095 and REGISTER for the correct course number! You will also need to complete a release agreement for the NEW internship.

Administration Comments

Comments

Before you submit this form:

Review all the information you have input before you submit.

You are not registered until you submit the completed 4-part form "Academic Internship Registration Form" to the Center for Calling & Career, NAZ4106.

See Registration Instructions for more info on registration.

Thank you!

Thank you. Evidence of your registration should show up on your class schedule on theROCK after all registration requirements are met. Give the process approx 5-7 business days after all the forms are submitted.