Online Learning Agreement Worksheet

Do not return this form to our office; it is for your use only.
Please review and fill out the entire form with your faculty advisor before attempting to complete the Online Learning Agreement

Don’t forget to register for your internship credit on Cyberbear!!
Please double check the email on your profile so we can contact you regarding your internship!

Internship Information:
✓ Internship Term (What semester are you taking the credits?)
✓ Company you are interning for (Organization Name)
✓ Position/ Job Title
✓ Start and End Dates for Internship
✓ Compensation Dollar Amount (Example: 10.00)
✓ Pay Period Type (annually/hourly/monthly/stipend/volunteer/weekly)
✓ Estimated hours per week (Approximate or Average)

Employer Information:
(Note: This person will be responsible for your final evaluation at the end of the internship and should work with you closely.)
✓ Work supervisor’s first and last name
✓ Company’s physical address
✓ Company’s web address
✓ Work supervisor’s phone number
✓ Work supervisor’s email

Faculty & Course Information:
(Note: Depending on your department, your faculty advisor may not be your internship advisor.)
✓ Faculty internship advisor’s first and last name
✓ Faculty’s department
✓ Faculty internship advisor’s email
✓ Faculty internship advisor’s phone number
✓ Course # (Example: 398)
✓ Subject Abbreviation (Examples: ANTY, WILD, JRNL)
✓ CRN # (Example: 50432)
✓ # of Credits (1-6 credits possible depending on department and length of internship)
✓ Grade Option (Choose from: Credit/No Credit or Traditional)

Other Mandatory Information:
(Please work with your faculty advisor and work supervisor to develop the following before you begin your Online Agreement.)
✓ Job description
✓ Learning objectives
✓ Academic Assignments (this includes papers, journals, or other assignments assigned by your faculty)

How to Complete your Online Learning Agreement:
✓ Go to www.umt.edu/internships and sign in to your Griz eRecruiting account using your NetID.
✓ Once you are signed in to your account, click the “Report an Internship Hire” link on the left side of the screen.
✓ Select the blue “Click Here” link or the grey “Other” tab near the bottom of the page to start the process.
✓ Fill in the Online Learning Agreement fields using the information above starting with the “Organization Name.”
✓ You can cut/paste your Job Description and Learning Objectives from another document or upload them directly into the “Internship Document” area.
✓ Select “Finish” when you are done. If you need to make changes to your agreement, please contact our office.

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