Internship Instructions
Walla Walla University Student Development Center

Forms are available under the “Experiential Learning” link in your College Central Network account.

DUE: Before Starting Your Internship

(1) Submit A New Internship Registration Agreement
Before completing this form meet with your academic advisor to find out the following items:
▪ Course name and number
▪ Number of credits you are registering for
▪ Number of hours required (you should have at least 30 hours for each credit)
▪ The name of the person who will act as your Faculty Internship Advisor on campus. This is not always the same as your academic advisor. Your faculty internship advisor will be the person you will list on all of your online forms.

When you have completed this form, it will be routed from the Career Development Center to your site supervisor, your faculty internship advisor, and then on to Academic Records for registration. Each step requires an approval. If at any point, it is unapproved, you will receive an email from the Career Development Center. When the form is finalized, you will have access to it in CCN under the “Experiential Learning” link.

You must be approved before submitting any other forms

DUE: The First Week of Your Internship

(2) Submit A New Learning Objectives Agreement
Use this form to create five learning objectives in consultation with your site supervisor and/or faculty internship advisor and describe how you will achieve each objective. After completing this form, it will be routed to your site supervisor and faculty internship advisor for approval.

DUE: At the End of Each Week

Weekly Time Sheet
The link to this form is available when accessing any of the internship forms through the Experiential Learning link in CCN. Submission of this form will allow your faculty internship advisor see your progress on a weekly basis.

DUE: Halfway Through Your Internship (Health/PE Only)

(3) Submit A New Midterm Employer Evaluation Request Agreement
After completing this form your site supervisor will receive a request to complete an employer evaluation.

DUE: During the Last Week of Your Internship

(4) Submit A New Time Verification Agreement
List all hours completed during your internship in a lump sum. This form will be routed to your site supervisor for approval and then to your faculty internship advisor.
(5) Submit A New Student Evaluation Agreement
This form will be routed to your faculty internship advisor.
(6) Submit A New Employer Evaluation Request Agreement
After completing this form your site supervisor will receive a request to complete an employer evaluation.