Step 1: Login to Jobs4Saints and click here.
Step 2: Select the term you are registering for (i.e. spring, summer, fall).

Step 3: If you applied for the position thru Jobs4Saints, the internship will appear here. Otherwise, click above to enter in the information.
Step 4: Enter internship information. Be as specific as possible with your description of duties or responsibilities as your AIM will use this to determine if your internship meets expectations of a credit experience.
Step 5: Complete agreement and e-sign with your name and date.

**Work Information**

- Supervisor's Name: 
- Supervisor's Title: 
- Address Line 1: 
- Address Line 2: 
- City: 
- State/Province: 
- Zip: 
- Country: 
- Map of Address Above: 
- Phone: 
- Fax: 
- Supervisor's Email: 
- Organization Website: 

**Professional Internship Information**

- Course: 
- Credits: 

**Miscellaneous Information**

During the internship experience, the student acts as a representative of Marymount University and is expected to act in a professional and courteous manner. As such, the student will be expected to conduct him/herself in accordance with appropriate standards of the organization, including but not limited to appropriate dress, promptness, effective relationships with supervisors and peers, efficient and accurate performance of assigned duties, and compliance of other workplace policies. The student is also expected to justify and reconcile, at the discretion of the supervisor, any absence due to illness or other unforeseen circumstances. The student must also consult with their designated Faculty Mentor throughout the internship and complete any assignments as requested by the Faculty Mentor.

If the student does not meet any of these standards, in judgment of Marymount University or the Company/Organization, or for any reason where a party to this Agreement believes that continuation of the student in the program is not in the best interests of the program and/or the student, this Agreement may be terminated.

- E-signature: 
- Date: 

[Save] [Cancel]
Next steps:
- Your internship site supervisor will review and approve your internship agreement.
- Your AIM will review and approve your internship agreement.
- You will be registered for the associated course and credits.
- Your AIM will contact you with specific course requirements and a syllabus.

What if my internship is not approved?
- You will receive an email detailing why your internship was not approved.
- In most cases, you will need to begin the reporting process again at Step 1 with a new internship or new information.