

**Unpaid Internship  
Assignment Sheet**

Name \_\_\_\_\_

Andrews ID # \_\_\_\_\_

START date of internship \_\_\_\_\_

END date of internship \_\_\_\_\_

**Class Information:**

Academic Department \_\_\_\_\_

Class Title \_\_\_\_\_

Class required total internship hours

|  |  |
|--|--|
|  |  |
|--|--|

Signed \_\_\_\_\_  
*(Teacher signature)*

ID # \_\_\_\_\_

Date \_\_\_\_\_

**Job/Internship Information:**

Internship department name \_\_\_\_\_ Dept orgn # \_\_\_\_\_ Job clock number \_\_\_\_\_

Signed \_\_\_\_\_  
*(Job/Internship supervisor signature)*

ID # \_\_\_\_\_

Date \_\_\_\_\_

**Student Attestation:**

I, \_\_\_\_\_, understand that this is an unpaid internship. There is no reimbursement for this position as it is coursework required to complete the above listed class.

Signed \_\_\_\_\_  
*(Student signature)*

ID # \_\_\_\_\_

Date \_\_\_\_\_

Default Clearing Account: 11-9000-9250-97

**Human Resources Use Only**

Internship Confirmation  
(from academic advisor) \_\_\_\_\_

Jobs Class ZX

Position # \_\_\_\_\_

Employee Class \_\_\_\_\_

Timesheet Org # \_\_\_\_\_

Wk Comp \_\_\_\_\_

HR Approval \_\_\_\_\_

Entered in Banner \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_