



# MARA 484 Internship

## Required Documents:

### 1 Official Letter from Employer

Must include:

- Position Title of Intern
- Job Description/Duties
- Daily Work Schedule
- Start and End Date
- Pay

### 2 Internship Liability Waiver

If the internship is more than 30 miles from campus we must enter your information into Wheelhouse.

### 3 Internship Course Request Form

### 4 Contact Information Form

Must include:

- Student Phone Number
- Emergency Contact
- Address you reside at during internship
- Employer's address

### 5 Copy of Vehicle Insurance

Make sure that driver is listed on the policy and not just the policyholder

### 6 Copy of Driver's License

**CONTACT US**

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