

PROCESS FOR INTERNSHIP AGREEMENTS  
Office of the General Counsel (OGC)

1. After an internship site has been selected for a student and the student has met all of the department's criteria for an internship, determine whether the internship will be unpaid or paid by the internship site. *Work experiences paid by a University grant require a different form. Please contact OGC for this document.*
2. Select the appropriate Internship Agreement template to complete, either paid or unpaid and fill in all the required fields in the Agreement. <https://www.csupueblo.edu/general-counsel/forms.html>
3. Send the Agreement to the Internship Site to review. Please request that after they review the Agreement they sign and return the signed copy to you.
4. Once you receive the signed Agreement from the Internship Site, the department Internship Representative and the Department Dean with signature authority delegation can sign, and the Agreement will be fully executed. Send a copy of the fully executed agreement to the Internship Site and to the OGC.
5. If the Internship Site is requesting changes to the Agreement, this will require legal review. Please complete a Contract Routing Form and note the changes the Internship Site is requesting and any position you may have on those changes. Submit the two documents to [Cathy.Sanchez@colostate.edu](mailto:Cathy.Sanchez@colostate.edu) for legal review. The OGC will review and communicate with you regarding the requested changes. You may need to communicate with the Internship Site in order to complete the Agreement. Once the Agreement is fully acceptable by both CSU Pueblo and the Internship Site you will return the Agreement to the Internship Site for signature.
6. Once you receive the signed Agreement from the Internship Site, the department Internship Representative and the Department Dean with signature authority delegation can sign, and the Agreement will be fully executed. Send a copy of the fully executed agreement to the Internship Site and to the OGC.

Please reference Delegated Contract Signature Authority [https://www.csupueblo.edu/general-counsel/\\_doc/Delegated-Contract.pdf](https://www.csupueblo.edu/general-counsel/_doc/Delegated-Contract.pdf)