

Faculty Check List for UNPAID Interns

Student Name: _____

- Complete Affiliation Agreement
 - Please refer to the “List of Disciplines”
(on Career Center website under “Internships”)

- Forward to employer for signature, by any of the following methods:
 - Email
 - FAX
 - Sign in person
 - Mail

- Please attach signed Affiliation Agreement to the student’s Internship Agreement and submit to Provost Anne Myers by the deadline

NOTE: An electronic version of the Affiliation Agreement is posted on COBY Forms and ALL forms needed to complete the Affiliation Agreement process are posted on the Career Center website under “Internships”. A “List of Affiliates” noting all of the sites SUNY Cobleskill currently has Affiliation Agreements with is listed on the Career Center website under “internships”.

If your site is already covered and on our “List of Affiliates”, you do not need to sign a new Affiliation Agreement.