

INTERNSHIP AGREEMENT

STUDENT INTERN RESPONSIBILITIES

Acknowledging and appreciating the mission of the organization, the intern agrees to the following responsibilities:

- Understand the deadline to register an internship for academic credit is contingent on the start and end date of the internship and the ability to log future (not past) internship hours. Students can NOT receive retroactive credit. Students must complete the appropriate number of work hours to receive credit by the last day of the semester. Students must complete 40 work hours per academic credit.
- Complete and submit time logs and all assignments at the frequency and in the manner established by the faculty supervisor.
- Internship credits may not be earned for part-time work or fewer hours than stated in the contract. Any contract modifications must have prior approval from the Faculty Supervisor
- If an intern is made to feel uncomfortable by a coworker, s/he should report the incident to the site supervisor and faculty supervisor immediately. Action cannot be taken if the incident goes unreported. HPU takes all allegations of sex-based and gender-based discrimination seriously, including sexual harassment.
- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed.
- Respect the organization's reporting structure and follow the policies and procedures of the organization.
- Communicate effectively with site supervisor, immediate supervisor, and other staff within the organization; accept and apply critiques and suggestions to daily work to become more productive and/or efficient.
- Communicate with the site supervisor and/or faculty supervisor any issues that may affect the intern's performance of assigned responsibilities or the overall success of the experience.
- Appreciate diversity in all its forms and respect various social and political viewpoints; not discriminate based on race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
- Request that the site supervisor complete the midterm and final intern evaluations in a timely manner.
- Uphold the High Point University Conduct Code and Honor Code and act in an ethical manner when on and off campus and while representing the host organization.
- By signing the internship agreement, students authorize the faculty supervisor to review their conduct history as a part of the application process. If under investigation or found responsible for any violation of university policy while applying for or participating in this program, the Office of Student Life is permitted to disclose such information to the faculty supervisor and could result in your removal from the internship.

By signing below, I acknowledge that I have read and understand the responsibilities listed above, and I agree to uphold my responsibilities based on my role in this agreement, and I understand the roles of others involved.

Student Signature

Date

Site Supervisor Signature

Date