

Internship Student Agreement

I. Student Information

Name _____ Email _____

Major/Minor _____ Expected Graduation Date _____

II. Internship Employer Information

Employer _____

Internship Title/Function _____

Supervisor Name _____ Email _____

Company Address _____

City, State _____ Zip _____

Phone _____

Pay _____ Hours per week _____

How did you find your internship? _____

III. Responsibilities of the student

1. As a representative of Calvin College at your internship site, you are expected to perform in a professional manner during the entire course of your internship. Conduct yourself with integrity, respect, and responsibility. This is important for both your career and for future Calvin students who may seek a position at your internship site.
2. The employer and college faculty will review your performance. It is the employer or college's prerogative to terminate an intern because of unsatisfactory performance. Credit may not be granted in this situation.

IV. Assumption of Risk

1. You are voluntarily agreeing to participate in the Calvin College Internship Program.
2. Use good judgment when applying for, interviewing for, and accepting positions.
3. You will be engaged in an organization and activities over which Calvin has no control. This includes all activities connected with your internship, including travel. For these reasons, it is of particular importance that you pay careful attention to any situation or risk that may be present and which may have the potential to harm you in any way. Calvin College cannot accept responsibility for any such situation, risk, or harm, because Calvin College has no control over those environments. However, Calvin College wants to support and assist you, and will address and follow up on any complaint or concern that you may raise with the College. For that reason, it is very important that you promptly tell your Calvin College professor or Career Development staff of any such potential situation or risk.

I understand and accept responsibility for the agreements of this program, as listed above.

Signed _____ Date _____