

STATEMENT OF AGREEMENT

This agreement is made between the Catholic University, School of Arts and Sciences and students registered for the internship course, SAS 495.

WHEREAS the University wishes to make available to its students seeking undergraduate and graduate degrees in the School of Arts and Sciences opportunities to obtain work experience that complement their academic programs; The University will do the following:

Administration of Program:

The University shall assume responsibility for the administration of the academic programs, including, but not limited to, curriculum development, grading, requirements for matriculation, credits, scheduling, and internship hours and internship course.

Supervision of Students' Internships:

The University shall designate the credentials and practice experience of its faculty necessary to monitor students' academic progress and professional development through the internship.

Dissemination of Information:

The University shall inform its participating students and faculty of their responsibilities under this Agreement, including their obligation to abide by the rules and regulations of the Site.

Health Status:

The University shall require students participating in the internship program to meet the health requirements of the Site and/or relevant state regulatory agency. Proof of compliance may be required before participation in the program

Whereas students seek to complete an internship for credit that will provide them with work experience that will complement their academic program, students agree to the following responsibilities:

Professional Conduct

Students agree to conduct themselves in a professional manner in their job performance and communications with the employer and the University. They should always remember that they are serving as representatives of the Catholic University of American and serving as an intern to an employer who has entered into a partnership with the University. Students must understand that they are not acting as individuals in this capacity but are representing the University and their actions impact both themselves, the employer and the University.

Registration for the internship course SAS 495

Register for the internship course, SAS 495 and complete all course assignments, attend, prepare for and actively participate in weekly classes discussion

Internship Requirements:

Satisfactorily complete internship requirements outlined in the agreement between the employer and the student

Goals for the Internship:

Meet with employers and create a list of three goals that they will complete by the end of the semester. These goals will need to complement the internship responsibilities and students' career and academic goals. Students will also be accountable for these goals and will be responsible for documenting their weekly progress and giving a presentation that outlines how they achieved them.

Performance Evaluations:

Complete performance evaluations, provided by the faculty member, that will allow students to evaluate their supervisors and the internship experiences. Students will be expected to reflect and integrate employer feedback into their performance and academic and career goals.

Notification of Employers and Faculty of Absences:

Notify the employer and faculty member in writing if they are unable to complete their responsibilities or attend class on any given week

Notification of Withdrawal

If at any point students choose to withdraw from the internship program, they are responsible for notifying the employer in writing, withdrawing from the internship course and notifying, in writing, the faculty member administering the internship course Students will be responsible for meeting the requirements of the employer in terms of returning equipment, etc.

Student Signature: _____ Date: _____

Student Name (Printed) _____

Faculty Signature: _____ Date: _____

Faculty Name (Printed) _____