



STUDENT INTERNSHIP AGREEMENT

Student: This application must be completed and signed before you begin your internship. Please e-submit completed forms to your Faculty Advisor as well as the Office of the VP for Finance and Administration (dyssegars@sou.edu).

By my agreement to intern with a host organization,

(Host Organization Name)

I understand that my internship host organization and Southern Oregon University expect me to assume the role of a regular staff member. I understand that my responsibilities include:

1. Adhering to organization work hours, policies, procedures and rules governing professional behavior;
2. Adhering to organization policies governing the observation of confidentiality and the handling of confidential information;
3. Assuming personal and professional responsibility for my actions and activities;
4. Maintaining professional relationships with company employees, customers and vendors;
5. Maintaining a learning attitude, considering knowledge that I have acquired in the academic setting as it applies in my internship context;
6. Developing self-awareness with regard to attitudes, values and behavior patterns in the workplace;
7. Being open to external learning opportunities afforded by the host business if any arise;
8. Being consistent and punctual in the submission of all work assignments to my host organization supervisor;
9. Taking responsibility for the goals I have identified for my internship experience;
10. Understanding that sexual harassment and sexual abuse are strictly prohibited activities in the workplace and in my internship experience.

Note to Faculty Advisors: Upon receipt of this signed Agreement, please e-distribute copies of a completed Worksite Agreement (signed within past 12 months), Student Internship Application and this Agreement to the student, student's host organization supervisor and the Office of the VP for Finance and Administration (dyssegars@sou.edu). Please retain a copy for the student's records.

Student Name

Term & Year

Student Signature

Date