

Internship Candidate Participation Agreement

To participate in the Internship Program, the candidate must

- Have met with the IU East Career Coordinator prior to experience
- Complete and return the Participation Agreement
- Communicate with internship site/IU East Career Coordinator about possible Affiliation Agreement (if applicable)
- Must have read the Internship Policies and Procedures Guide
- Students must be enrolled with Indiana University East or Purdue Polytechnic Richmond. (Credit internships are only available for degree-seeking students.)
- Junior or Senior grade level (exceptions when appropriate)
- GPA maintained at recommended 2.5 or above (some employers/placements require higher)
- Critique of résumé by the Office of Career Services staff
- Permission/approval from an academic major faculty supervisor (in order to register and receive academic credit)
- Agree to the following Terms and Conditions listed in the agreement

During the Internship Program Experience, the candidate must

- Maintain appropriate behavior and be a positive, respectful example of Indiana University East. The IU Code of Student Rights, Responsibilities, and Conduct ensures your rights as an IU student are protected. You will be held accountable to the IU Code while participating in this experience.
- Must follow all guidelines, (including attire and work safety) set by the organization
- Must complete a minimum of 8 hours per week, maximum of 20 hours. Summer semester can be full-time if paid and not for academic credit. Internship must last the duration of the 12-15 weeks and preferably coincide with the academic semester calendar. Student must complete 30 hours per credit hour to receive academic credit.
- Student is not permitted to end internship earlier than the 12-15 week period. Communicate with IU East Coordinator if this is a concern.
- Must follow all state, federal and local laws
- If anything were to occur at internship site, student must inform IU East Career Coordinator immediately

TERMS AND CONDITIONS

Indiana University East will not provide employment compensation including payment and benefits during the duration or for the completion of the internship experience unless otherwise receiving a scholarship. It is not required that you participate in the scholarship program to obtain an internship, however you must apply and participate in the scholarship application process to receive scholarship funding. You are not eligible for unemployment compensation at the end of this experience. You are agreeing that this is an opportunity opted in by you to learn about the career/employer that you have agreed to observe. You are agreeing to be responsible for transportation to and from the internship site including costs. You will not be reimbursed for the travel by IU East. IU East is not liable for travel, including but not limited to accidents to and from facilities, theft of vehicle or items you choose to store at or on facilities property, personal injury to self or others while commuting to facilities, or any damage to personal items while at internship site. Internship site should not require any fees, technology, and equipment to complete the experience. If you arrive to location and are notified of fees, please communicate this immediately with the IU East Career Coordinator. You must work out all compensation and benefits received with the internship employer. Indiana University East is not responsible for any contract or agreement you personally enter into with the employer. An affiliation agreement may be required to be completed prior to internship experience. You are responsible for communicating with the IU East Career Coordinator if the internship site requires contractual paperwork.

I, _____, acknowledge and agree that I have received a copy of these requirements. I fully acknowledge and understand the requirements listed in the agreement. I agree to abide by the requirements that govern the Indiana University East Internship Program experience and agree to complete all required paperwork and tasks listed as part of the participation agreement. I agree if the internship program experience is for academic credit, I must speak with my faculty advisor and register for the appropriate course including agreement to pay for the course. I understand I will report to the IU Career Coordinator at the required times, complete the Internship Description form and Intern Evaluation form. I understand that failure on my part to complete any requirements in a timely manner may result in not participating in the experience/not receiving academic credit. I hereby release from any liability Indiana University East, including its officers, employees, and agents, for any and all claims or actions I may bring or for any injury or loss I may sustain while engaged in any activity associated with this internship experience, whether by my own fault or by fault of the company/agency for whom I am working with, including Worker's Compensation, personal liability, and professional liability. I understand that participation in this experience does not qualify me for employee benefits at the completion of this experience.

Name of Student (print)

Student ID Number

Student Signature

Date

Internship Site _____

Date(s) of Experience _____

Indiana University East
Career Services
Sally Saydshoev, Career and Internship Coordinator