

## UNDERGRADUATE STUDENT INTERNSHIP AGREEMENT

- The student hereby acknowledges and agrees to meet the conditions of the internship program as described in the University of Louisville's English Department and enumerated herein. The following policies and procedures relating to the Internship Program are:
  
- Students understand and acknowledge that the internship is for a finite period of time and that their leaving an internship at its end is considered to be a voluntary act on their part and that they will not claim otherwise or seek unemployment benefits in connection with their leaving an internship at its end.
  
- All internship work terms will be a minimum of 40 hours at the internship location per 3 credit hours of UofL credit.
  
- To receive course credit, intern must be enrolled in ENGL 450 or ENGL 555-CUE and successfully complete the assignments requirements on course syllabus.
  
- Students must communicate with the English department's Internship Director, if they wish to withdraw or resign from internship. Students who resign from an internship without the approval of the Internship Director at any time after the work term has begun will forfeit credit for the course.
  
- UofL and the English department assume no liability for any accidents or mishaps that might be incurred by program participants.
  
- UofL and the English Department assume no responsibility for housing, transportation, or any other personal needs that arise as a result of the internship.
  
- Title IX/Clery Act Notification: Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer. For more information, see the Sexual Misconduct Resource Guide: (<http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>).

- Students are subject to the policies, procedures and codes of conduct stated in the University's Student Handbook while on internship assignment. Violation of such policies and procedures may result in disciplinary sanctions. On the other hand, students may avail themselves of the University's Academic Grievance Process to the extent appropriate.

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**Printed Name**

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**Signature**