

STUDENT INTERNSHIP AGREEMENT

- The student hereby acknowledges and agrees to meet the conditions of the internship program as described in the University of Louisville, Department of Comparative Humanities' guidelines 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 minimum of 120 at the internship location per 3 credit hours.
- Students must communicate with the Director of Undergraduate Studies if they wish to withdraw or resign from internship. Students who resign from an internship without the approval of the Director of Undergraduate Studies at any time after the work term has begun will forfeit credit for the course.
- UofL and the Department of Comparative Humanities assume no liability for any accidents or mishaps that might be incurred by program participants.
- UofL and the Department of Comparative Humanities 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.

Internship Requirements

Prior to commencement of internship:

1. Complete and submit to the Director of Undergraduate Studies and to the Onsite Director the four documents listed on the Comparative Humanities Guidelines sheet, namely: 1) Work Agreement and Memorandum of Understanding Form, 2) Student Internship Agreement Form, 3) Participation and Release Form, and 4) your Statement of Intent.

Upon registration, the requirements for 3 credit hours of internship are:

1. Work 120 hours for your internship (including the time to complete assignments ##2-6).
2. Keep an **Internship Journal** (250 words for every 10 hours of work) where you reflect on your internship experiences. This journal can take any form you wish. The audience you are writing for is yourself and the Director of Undergraduate Studies. Keep in mind the need to protect the privacy of individuals with whom you work. You may want to consider using initials or pseudonyms for this.
3. Meet at least once, mid-semester, with the Director of Undergraduate Studies to discuss progress in the internship.
4. At the end of the semester, prior to the last day of classes, turn in to the Director of Undergraduate Studies a portfolio containing materials listed in the **End of Internship Checklist** listed below.

End of Internship Checklist: The internship portfolio should include the following:

1. Internship Journal. (average 250 words for every 10 hours of work.)
2. End of Internship Self-Evaluation Form to be completed at the end of the internship.

Note: At the end of the semester the Onsite Supervisor will submit an End of Internship Supervisor Evaluation Form directly to the Director of Undergraduate Studies via email attachment or hard copy.

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Printed Name

Signature

Date