

Instructions:

- 1) Please read and sign at the bottom of the Statement of Agreement.
- 2) This document must be submitted, along with the “Catholic University of America POL 495 Internship Agreement”, to the Internship for Credit Google Form on the Politics’ Department website.

## STATEMENT OF AGREEMENT

**Welcome to POL 495 A/B, the Department of Politics Internship for Credit Course.** This agreement lays out your responsibilities as a student intern who will be representing Catholic University in your placement sites, as well as the responsibilities of the University in helping you to succeed in your placements. Please read this document carefully and sign at the bottom to indicate your understanding of and agreement to its contents.

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

Catholic 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. To that end, 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

Students enrolled in POL 495 A/B seek to complete an internship for credit that will provide them with work experience that will complement their academic program. To that end, 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 internship site 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 and reflect on not just themselves, but also the employer and the University.

Students agree to consult with the course instructor if any questions arise about what constitutes professional conduct in a particular setting or circumstance.

**Student Participation in the internship course POL 495 A/B**

Students agree to register for the internship course, POL 495 A/B, at the appropriate time. Students also agree to complete all course assignments, and to attend, prepare for and actively participate in weekly classes discussion

**Internship Requirements:**

Students agree to satisfactorily complete internship requirements outlined in the agreement between the employer and the student

**Notification of Employers and Faculty of Absences:**

Students agree to notify the employer and faculty member in writing anytime they are unable to complete their responsibilities for the placement site or to attend class.

**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) \_\_\_\_\_