



Junior Internship Program 2011-12 Internship Contract

ACCE's internship program is designed to teach students about different career options and to foster skills they will need in the workplace. This agreement is the first step to a successful internship experience!

Please note that we cannot guarantee that every student will be placed with his or her first choice internship site.

As a student intern, I agree to:

- Participate in the internship placement on Thursdays from October 27, 2011 through March 29, 2012;
- Arrange my own transportation to and from the internship site;
- Record the hours I worked and adhere to the schedule determined between me and my site supervisor;
- Conduct myself professionally at my site by maintaining regular attendance, punctuality, maturity, proper business etiquette, and appropriate dress (either my ACCE uniform or something within the dress code of my site; see the Internship Terms sheet for definitions of these concepts);
- Notify Dr. Gamber at 410-396-7607 and my site supervisor immediately if I am unable to attend an internship day;
- Complete weekly entries in my Learning Journal to document learning moments, activities, and reactions to experiences. I will submit my Learning Journal every Friday to Dr. Gamber;
- Complete all assignments related to the Internship Seminar, including the culminating presentation at the Internship Showcase;
- Work with my site supervisor to develop a Position Description that will reflect what I will be doing during my internship; and
- Complete periodic self-evaluations of the skills I am developing through my internship.

Student _____ Date _____

Internship Coordinator _____ Date _____