



**Intern Agreement: Internship in Building Community, Summer 2019**

1. I understand that the dates of the internship are June 9 to August 3 and that, as an intern, I must be willing to make a consuming time commitment that will result in limited scheduled time-off.
2. I shall adhere to generally accepted rules of conduct and organizational behavior. I understand that in my interactions with students, parents of students, University employees, and representatives of other organizations, I am expected to conduct myself as a polite and professional employee of Columbia University.
3. I shall not take on additional employment or course study from June 9 to August 3, and I shall refrain from making social plans in advance of knowing internship schedule.
4. I understand that the internship is comprised of a training portion (Seminar) and applied training portion (Practicum). I understand that participation in the Practicum is contingent upon successful completion of the Seminar and that participation in the internship at all times is ‘employment at will’ on the parts of the intern and the School of Professional Studies.
5. I understand that during the Seminar (June 9 to June 22), I am expected to actively participate in all seminars and workshops and thereby demonstrate my commitment to act as a residential advisor to the students enrolled in the Summer Program for High School Students.
6. I understand that missing training seminars, even due to medical or family issues, might lead to me not being able to advance to the Practicum.
7. I understand that throughout the internship, I will be expected to be available for events shown on the program calendar unless otherwise arranged due to my internship role or via permission from the Associate Director or his designee.
8. I understand that intern privileges regarding housing and other university facilities are contingent upon proper use according to the facility’s rules and that failure to follow such rules may lead to dismissal from the internship.
9. I understand that during the Practicum (June 23 to August 3), I shall serve as a resident adviser in the Summer Program for High School Students and, as such, will live with and have custodial duties (including personally observing and enforcing the summer program curfew) for a group of approximately 10 high school students.
10. I understand that as a Resident Adviser to Summer Program students, I am expected to strictly uphold the Summer Program Behavioral Standards Agreement and understand that failure to do so will result in dismissal from the internship.
11. I understand that during the Practicum interns can have responsibilities during the work week, weeknights, and on weekends. I understand that some responsibilities involve leading student groups to events in and around New York City.
12. I understand that during the Practicum interns serve as program assistants for the Summer Program for High School Students and will participate in the day-to-day extra- and co-curricular and administrative functioning of the program.
13. I understand that interns are not permitted to have guests in the residence halls during the Practicum.
14. I understand that in addition to daily personal time, interns typically are given four *nights*-off during the Practicum (two of which are pre-scheduled and two of which are flexibly scheduled), that a night-off typically runs from 7pm to 7am, that when needed and available, interns are provided housing apart from the Summer Program for nights-off. I understand I should not make plans for nights-off until I have arrived to the IBC and have full information about what constitutes a night-off and my obligations therewith.
15. I understand that my internship obligation ends on Saturday, August 3, approximately between 12pm and 3pm, pending the completion of administrative tasks. I understand that, as a courtesy, post-program housing will be available to me until August 4 at 12pm.
16. I attest that I have read the Internship Employee Manual in full and understand and accept the terms and responsibilities of the internship described within.

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Name (Printed)

Date

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Signature

Date