



## **Section IV: Internship Duties**

Student Internship Duties (*What will you be doing as an intern at this organization?*)

Student Learning Objectives (*What do you hope to learn? How this will advance your learning at SJSU?*)

Relation to Coursework (*How does internship relate to and build upon what you have learned at SJSU?*)

## Internship Participation Guidelines

1. I will devote approximately \_\_\_\_\_ hours per week towards completion of the internship objectives listed in my Learning Plan for a total of \_\_\_\_\_ internship hours, effective from \_\_\_\_\_ to \_\_\_\_\_ (the "learning activity"). I agree to complete all paperwork, assignments, and internship-related activities required by the EIP, the ECON 185/285 instructor, and the Internship Organization supervisor as part of this academic internship.
2. I understand and acknowledge that there are potential risks associated with this internship, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the internship, (c) the physical characteristics of the internship site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the internship, (e) any travel associated with the internship, (f) the time of day when I will be present at the internship site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this learning activity, I nonetheless voluntarily choose to participate in this academic internship. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this internship, I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the Internship Organization's rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the Internship Organization if I believe I will be late or absent; and (g) respect the privacy of the Internship Organization's clients.
5. While participating in this learning activity, I will not (a) report to the Internship Organization under the influence of drugs or alcohol; (b) give or loan money or other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or Internship Organization representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the Internship Organization's proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or Internship Organization representative during the term of my placement. I understand that the Internship Organization may dismiss me if I engage in any of these behaviors.
6. I agree to contact the University's Equal Opportunity (EO) Manager if I believe I have been discriminated against, harassed or injured while engaged in this learning activity. The EO Manager will determine the disposition of the allegation or complaint.
7. I understand and acknowledge that neither the University nor the Internship Organization assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

**Please complete the form up to here, save as (and rename), email as an attachment to [economics@sjsu.edu](mailto:economics@sjsu.edu), the department will process the form for signatures via DocuSign. In addition, please include a pdf attachment of your Offer Letter.**

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*I approve the Learning Plan set forth and have read, understand, and agree to comply with the Internship Participation Guidelines.*

_____ Student Name	_____ Signature	_____ Date
_____ Parent/Guardian Name (if student under 18)	_____ Signature	_____ Date
_____ Internship Supervisor Name	_____ Signature	_____ Date
<i>As Supervisor, you agree to supply student with a memo on company letterhead which certifies satisfactory work and completion of required hours.</i>		
_____ Economics Department Chair Name	_____ Signature	_____ Date