



Intern Agreements

In becoming an intern, I, _____ agree that for the length of the internship, I will do the following:

1. I will have consistent attendance and punctuality. This means that...
 - a. I will call my mentor and my advisor if I am going to be late or absent due to illness or emergency.
 - b. I will make every effort to schedule any appointments NOT on LTI days.
 - c. I will not use weather, homework, or any other excuse for non-emergency absences.
 - d. I will stay at my internship until the agreed-upon hour. If my mentor asks me to leave early, I will call my advisor and return to school.

2. I will maintain open communication with my mentor and advisor about my internship. This means that...
 - a. I will ask questions whenever I don't understand something my mentor says
 - b. I will honestly and appropriately bring up any concerns I am having about my work, either with my mentor or my advisor if I am having trouble communicating with my mentor.

3. I will always be professional. This means that...
 - a. I will come dressed appropriately.
 - b. I will speak appropriately – fitting my language to my audience.
 - c. **I will not use my cell phone while at my internship except in emergencies after discussing it first with my mentor.**

4. I will take initiative to pursue learning. This means that...
 - a. I will ask for a new task if I finish one that I have been assigned.
 - b. If I am ready for something more challenging, I will ask for it.

5. I will stay focused. This means that...
 - a. I will complete every task I am given and not leave it half-way done.
 - b. If I need a break, I will ask to take a break before taking one.

6. I will put my best effort into everything I do at my LTI site, paying attention to detail in my work.

Other Commitments requested by my mentor:

7.



8.

Consequences & Evaluation

I understand that that if I do not fulfill any of these commitments, I can expect the following things to happen in order:

1. My mentor will bring up the issue with me and try to work out a solution
2. My mentor will notify my advisor and my advisor will bring up the issue with me and try to work out a solution
3. My mentor and advisor will meet with me to clarify the specific changes required in my habits and the timeframe by which I must have made the changes.
4. I may be fired from the internship.

I understand that I will be evaluated on these commitments at each Mentor-Advisor meeting and at the end of every quarter.

Student name: _____

Signature: _____ Date: _____

Advisor name: _____

Signature: _____ Date: _____