

American InterContinental University London - Internship Agreement

Study Abroad Programs

An internship is an opportunity for a student to obtain valuable experience contributing to the development of skills consistent with the needs of a competitive labor market. With practice, you should understand that the internship comprises a three-way relationship between the client or host site supervisor, the internship coordinator, and you, the intern. This agreement has been designed to clarify the nature of this relationship and to identify mutual obligations that operate.

Client/host Site Supervisor Responsibilities

The client/host site supervisor should:

- Familiarize the intern with what the company represents and how the company operates, primarily through assigned work projects and any other applicable methods.
- Offer a variety of work projects depending upon the ability and interest of the intern. This variety will give the intern an in-depth understanding of the company's basic requirements and functions.

Coordinator Responsibilities

The intern coordinator will:

- Provide the intern with an orientation upon arrival in London covering aspects of the interview process and procedures of the internship itself.
- The coordinator will also provide the intern with a complete syllabus outlining the requirements of the internship course.
- Work with the intern to find an appropriate site and operate with knowledge of that site.
- Organize regular meetings with the student intern throughout the term and liaise regularly with the host site.
- Review the intern's journal/diary throughout the course of the term, as appropriate, to help the intern benefit from the experience to the fullest possible extent.
- Intercede on the intern's behalf if/when necessary to protect the intern's interests in the event of a dispute arising that may prove harmful.
- Grade the student at the end of the term based on the requirements outlined in the internship course syllabus.

Intern Responsibilities

I understand that I must:

- Exhibit professional standards of behavior at all times. During meetings with my coordinator, we will discuss client communications. I will observe the appropriate dress code requirements, respect client confidentiality at all times, and have permission to use client's equipment and facilities.
- Work hours according to the client's needs-two days a week minimum. If I need to miss a day of work due to illness, I must notify my site supervisor AND my internship coordinator; and I may need to make up the hours.
- Attend meetings with my coordinator at the agreed upon times. Any failure to attend without acceptable reason will be subject to grading penalties.
- Read the course syllabus, follow its guidelines, and produce reports consistent with good academic practices.

I also understand that I am registering and paying for the internship, which is a course for all practical purposes. Like any course, I must submit assignments and follow the attendance policy as outlined on the course syllabus, or I will be subject to grading penalties. In enrolling in this internship, I also understand that I am receiving appropriate credit (five quarter hours for a part-time internship and ten quarter hours for a full-time internship which is three and six-semester hours respectively) and a grade, which will appear on my AIU London transcript. If I have any questions as to how this internship will transfer to my home institution, I will contact my university directly for more information.

I certify that the information I have submitted in connection with this internship application is true and that I have read, understand, and agree to the internship requirements as described in the current study abroad program guide, as well as other relevant regulations of American InterContinental University London. I understand that these policies are subject to change, which may involve my application process and participation as a student intern.

I understand that AIU London will make every effort to facilitate a suitable internship placement for me. I further understand that an internship placement is not guaranteed and depends largely upon my efforts and impression during the interview process. In lieu of an internship placement, I may choose to enroll in regularly scheduled classes at the University. I also understand that after arriving in London, I can not change from a part-time internship to a full-time internship or vice versa.

I also understand that I must obtain a BUNAC visa in order to participate on the internship program. If and when AIU London notifies me of my acceptance into the internship program, information regarding the BUNAC visa will be sent to me, which I will use apply for the BUNAC visa. I understand that if I do not obtain this visa, that permission to intern in the UK may be denied by Customs authorities upon arrival in London. Any additional expenses that may be incurred to obtain the appropriate entry clearance stamp required to intern are my responsibility.

Agreed by:

SIGNATURE: _____

Date: _____

PRINT NAME: _____