STUDENT INTERN RESPONSIBILITIES

1. Complete all deadlines for forms and counseling.
2. Provide the Texas State internship coordinator with a current resume.
3. Schedule classes so that you have a solid block of time available for internship work.
4. Complete and submit the internship interview verification form to the Texas State internship coordinator.
5. Sign an internship release and indemnity agreement form before beginning the internship and send it to the Texas State internship coordinator.
6. Send a copy of a position description or a letter describing your work responsibilities to the Texas State internship coordinator.
7. Discuss both office and student responsibilities with your internship supervisor. The "Office Responsibilities" form must be signed by you and your supervisor and returned to the Texas State internship coordinator.
8. It is the student’s responsibility to maintain contact with the Texas State internship coordinator throughout the internship and to communicate when problems arise.
9. Become familiar with host agency/office policies and regulations and abide by them.
10. Report to your agency supervisor well groomed and appropriately dressed for the type of work activities scheduled.
11. Conduct yourself at all times in a manner that will reflect well on you, the office, and Texas State.
12. Attend internship final class meeting. Attendance is mandatory. Students will be notified in writing on the syllabus.
13. Meet the work hour requirements as follows:
   PA 5370: Minimum: 240 hours
14. Develop initiative and ask appropriate questions if you don't understand a job task. College level interns should not have to be told what to do all the time.
15. Keep confidential information confidential!
16. Students shall not make news releases regarding internships.
17. The following written and academic criteria must be met:
   Oral exit interview on your internship experience.
   Copy of formal “thank you” letter to supervisor.
   Weekly timesheets.
   Portfolio of projects and work completed
   Final Paper (5 pages) on the internship experience

Signed: _______________________________       Date: _______________________________