



Academic Internship Program

Maxine Goodman Levin
College of Urban Affairs

Student Agreement

Student Agreement: Please read, print, and sign this form where indicated.

Internships authorized by Cleveland State University are academic experiences offered by the Maxine Goodman Levin College of Urban Affairs. As such, I agree to abide by the standards established by the Levin College and the Office of Student Services. I understand and agree to comply with the following:

1. I will meet with my academic advisor to discuss an internship experience that best suits my academic and personal needs. It is my responsibility to ensure that the internship course and number of credits for which I enroll fit appropriately with my degree program and my graduation plans.
2. I will conduct myself in a professional manner in all correspondence with prospective host sites and with all members of the Maxine Goodman Levin College of Urban Affairs faculty and staff with whom I consult regarding the internship.
3. I will carefully consider all offers before accepting an internship position. Once I have accepted an offer, I am obliged to honor my agreement. Acceptance can be in either verbal or written form.
4. Due to the nature of an internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by my Faculty Advisor, and in consultation with the host site.
5. Once I obtain an internship, I will behave in a professional manner and hold in professional confidence any information gained regarding the host organization.
6. If I feel victimized by a work-related incident (e.g. , job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I will notify my academic advisor immediately.
7. I will maintain an active email account while at my internship. I will inform the Office of Student Services of this address and will check my email regularly (at least once a week).
8. If I am an international student, I will meet/talk with a representative of the International Student Office to discuss employment/educational requirements or restrictions.
9. If I plan to graduate the semester I am interning, I must turn in all required assignments before the beginning of the next semester.

Student Name _____ **Date** _____

Student Signature _____

This form must be completed and returned prior to registering for internship credit to:

<p>Melanie Hmada Office of Student Services Urban Affairs, Rm. 210 1717 Euclid Avenue Cleveland, Ohio 44115</p>
