



Maxine Goodman Levin
College of Urban Affairs

**Undergraduate Internship
Student Agreement**

Instructions: Please read thoroughly, print your name, and sign where indicated. Submit this form when requesting permission to register for UST 490.

Internships are academic experiences authorized by the Maxine Goodman Levin College of Urban Affairs and Cleveland State University. 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 the following:

1. I will meet with an 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 graduation plans.
2. I will conduct myself in a professional manner in all correspondence with prospective host sites and 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 may be in 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 a staff member in the Office of Student Services immediately.
7. I will check my CSU student email regularly (at least once a week) and will read and respond to all messages as necessary.
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. I must submit all required assignments at the end of the semester in order to earn a grade for UST 490.

Student Name _____

Student Signature _____ **Date** _____

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

Office of Student Services, UR 205
Levin College of Urban Affairs
Mail: 2121 Euclid Avenue, Cleveland, Ohio 44115
Campus Location: 1717 Euclid Avenue, Cleveland, Ohio
Fax: (216) 687-5398 **Email:** urbanadvising@csuohio.edu