Merchandising
x-373 Internship in Professional Practice

Student Internship Agreement

I am committed to representing myself, the School of Art, Architecture and Design, and Indiana University in a professional manner based on the guidelines set forth below. Please initial each line after CAREFULLY reading:

1. BE CURIOUS- ASK QUESTIONS!!!
2. Excellent attendance. Do not be late!
3. Do not turn work in late. This is a business.
4. Put your cell phone away for the day and only check at lunch!
5. Make the internship your priority for the summer
6. Be alert and energetic at work
7. Show initiative
8. Communicate with supervisor
9. Ask questions, be curious and think about what you are learning
10. Keep a notebook in order to avoid repetitive questions
11. Keep confidential information confidential
12. Learn by observation and listening/ be a sponge
13. Keep busy at all times
14. Look for work when supervisor is busy
15. Keep up with assigned duties
16. Possess a positive attitude about work and assigned duties
17. Accept constructive criticism
18. Follow instructions with accuracy
19. Demonstrate leadership skills
20. Show decision making ability
21. Be a team player. Cooperate with co-workers
22. Don’t get involved with office gossip
23. Work above and beyond expectations
24. Show maturity in performance
25. Ask for help if you make a mistake/ never try to cover it up
26. Dress professionally and according to company dress code
27. No personal calls OR texts during work hours, unless it is an emergency- Check only at lunch
28. Represent yourself, the department, and Indiana University proudly! YOU are the face of the department and Indiana University.

I realize this internship is a profound responsibility as well as a privilege and a unique opportunity. I will do my best to establish a strong relationship with this company for myself and for Indiana University.

__________________________________________________________________________
Student Printed Name ___________________________ Date __________________________

__________________________________________________________________________
Student Signature ___________________________ Date __________________________

Student- turn this in with application