

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:

- _____ BE CURIOUS- ASK QUESTIONS!!!
- _____ Excellent attendance. Do not be late!
- _____ Do not turn work in late. This is a business.
- _____ Put your cell phone away for the day and only check at lunch!
- _____ Make the internship your priority for the summer
- _____ Be alert and energetic at work
- _____ Show initiative
- _____ Communicate with supervisor
- _____ Ask questions, be curious and think about what you are learning
- _____ Keep a notebook in order to avoid repetitive questions
- _____ Keep confidential information confidential
- _____ Learn by observation and listening/ be a sponge
- _____ Keep busy at all times
- _____ Look for work when supervisor is busy
- _____ Keep up with assigned duties
- _____ Possess a positive attitude about work and assigned duties
- _____ Accept constructive criticism
- _____ Follow instructions with accuracy
- _____ Demonstrate leadership skills
- _____ Show decision making ability
- _____ Be a team player. Cooperate with co-workers
- _____ Don't get involved with office gossip
- _____ Work above and beyond expectations
- _____ Show maturity in performance
- _____ Ask for help if you make a mistake/ never try to cover it up
- _____ Dress professionally and according to company dress code
- _____ No personal calls OR texts during work hours, unless it is an emergency- Check only at lunch
- _____ 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