

CWS Identified Internships 2009

Acknowledgement of Responsibilities and Requirements Contract

I, _____, acknowledge receipt of funds from the Center for Work and Service at Wellesley College for my work with _____ (name of organization) for Summer 2009.

I agree that if I am unable to fulfill any part of this agreement I must immediately notify Teresita Ramos, Director of Internships and Service Learning at (781) 283-2607 or the Assistant Director of Internships at Service Learning at (781) 283-3599.

I understand that the CWS Identified Internship program will run from June 1 to August 7, 2009; except for the India Program, which will run June 12 to August 16, 2009. I understand I am required to complete 350 hours over a ten week internship. I agree and understand that any anticipated time away from my internship (eg. family wedding) must be approved by CWS staff and my program site supervisor prior to June 1st, 2009.

Pre-Departure Requirements:

I have read and signed the Assumption of Risk and Release Form from the Center for Work and Service and reviewed the information on personal safety and health for students engaging in domestic or international internships. Should an emergency or problem arise during my internship, I agree to **immediately** contact a member of the Center for Work and Service as well as the local program coordinator (if applicable). I know that I may also contact Wellesley College Campus Police in an emergency.

I affirm that I will complete the learning contract, detailing my duties at the host organization, with my supervisor and return it to the CWS FirstClass conference LearningContract@wellesley.edu by to April 17, 2009.

I understand that I am required to book all travel to and from the internship site myself as well as provide my own housing. I acknowledge that the CWS will not reimburse any travel expenses, visa fees, or housing.

At the internship site:

I will fill out the International SOS Emergency Record before my departure and register with my country's embassy upon arrival in the host country.

I agree to complete a mid-summer review of my experience at this internship. This review must be received at the CWS no later than July 10, 2009.

I will attend all activities organized by the local coordinator and alumae exclusively for our internship program in the host city.

I will follow Wellesley's Honor Code of conduct while on a CWS internship. I will treat our local coordinators and internship hosts with respect at all times. I acknowledge that I am viewed as representative of Wellesley College, and of my home country at all times.

At the Completion of the Internship:

I will submit a 3-5 page essay reviewing my summer experience. The essay must be received by September 25, 2009.

I will submit a thank-you note both to my organization and to the donor of my award, no later than three weeks from the start of the fall semester.

I will attend an individual "debriefing" session with a CWS Identified Internship staff member. If I am off-campus during the fall semester, I will make arrangements to speak by phone with a CWS Identified Internship staff member by September 25, 2009. I understand it is my responsibility to set up this appointment, and that my travels abroad will not excuse me from this requirement.

I accept that all materials must be submitted **by September 25, 2009**, to the Identified Internships FirstClass conference, except for the thank you notes which will be submitted directly to the CWS by the same date.

I, _____, acknowledge that failure to meet these requirements will result in the forfeit of the remainder of the internship stipend. I understand that if I withdraw from the internship program I may be required to refund the CWS for all expenses incurred, including program expenses. I may also be required to return the entire internship monetary allowance; my student account will be charged \$3,500 for domestic internships and \$5,000 for International internships, in addition to any other fees.

SIGNATURE: _____ DATE: _____

Center for Work and Service Representative: _____