

CWS Summer Stipend Program 2008 Acknowledgement of Responsibilities and Requirements Contract

I, _____, acknowledge receipt of a CWS Summer Stipend from the Center for Work and Service at Wellesley College for my work with _____ (name of organization) for Summer 2008.

I agree that if I am unable to fulfill any part this agreement I must immediately notify Melissa Hawkins, Director of Service and Stipend Programs at (781) 283-2357, Teresita Ramos, Associate Director of Internships and Service Learning at (781) 283-2607, or Stephanie Abbott, Assistant Director of Internships at Service Learning at (781) 283-3599.

I understand I am required to complete 350 hours over an eight to 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, 2008.

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. 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 "pre-departure materials," prior to June 1st.

At the internship site:

If I am going abroad, I will register with International SOS before my departure and with my country's embassy in the host country upon arrival. I acknowledge that if Wellesley College and the Center for Work and Service are notified in the case of an emergency, my parents/guardian and emergency contacts may be contacted by a member of Wellesley College.

I agree to complete a mid-summer review of my experience. This review must be received at CWS no later than July 14, 2008.

I will follow the Wellesley College Honor Code of conduct while on a CWS internship. I acknowledge that I am viewed as representative of Wellesley College, and the United States 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 3rd week of fall semester.

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

I accept that all materials must be submitted to the CWS by **Friday, September 12.**

I, _____, acknowledge that failure to meet these requirements will result in the forfeit of the remainder of the internship stipend.

SIGNATURE: _____ DATE: _____

Center for Work and Service Representative: _____