

Innovation Center for Youth Justice (ICYJ) Summer Internship Program

Student Agreement

The following agreement must be agreed to and signed before the start of the internship:

1. I agree to spend 30 hours per week Monday-Friday at my internship agency for 6 weeks
2. I agree to contact my agency internship supervisor and my faculty internship coordinator as soon as I am aware of pending absences, to discuss any absences and contract with my agency internship supervisor to make up those hours if necessary in order to complete the minimum of 180 hours.
3. I agree to register for YTHJ 405 course during the Six-Week-1 Summer session at JMU.
4. I agree to complete all assignments contained in the YTHJ 405 Syllabus within the designated time.
5. I agree to communicate with the Internship coordinator (Dr. Poteyeva) as expected and if problems arise.
6. I agree to attend the Internship program orientation session(s) organized by the ICYJ and by my placement site agency.
7. I understand that I am the one responsible for making the (a) transportation arrangements to and from the placement site; (b) lodging arrangements at the placement site.
8. I understand I may be requested to acquire a police clearance, background check, and/or driving record at my own expense.
9. I understand that I will be involved in a relationship of professional supervision with my agency internship supervisor.
10. I understand that in the course of my work I will have access to confidential information and that I am required to keep this information confidential and will not disclose any such information unless authorized to do so by my agency internship supervisor.
11. I agree to participate during the final evaluations. I understand that my faculty internship instructor will assign my final grade. The grade will be determined with input from the agency internship supervisor regarding agency work, evaluation of course assignments, and my demonstrated ability to work within the role of a student intern in field placement.

12. I understand that I am responsible for personal medical costs or personal property losses incurred during the internship. The University strongly recommends participants have health insurance and personal property insurance.
13. I understand that the internship may be terminated early when (a) the internship policy guidelines as specified in the Terms of Agreement are not being met; or (b) the needs of the student, Agency, or ICYJ are not being served; or (c) there is failure to follow and meet the academic, ethical, and behavior guidelines set by the University.
14. I understand that as a student intern I represent JMU and must abide by all policies including but not limited to the Honor Code and the drug and alcohol policy.
15. I understand that misrepresentation of information on any agency (placement site) form can be grounds for termination of the internship.

Name (please type): _____

Date: _____