Internship Position Acceptance Form

Student Information

Name: ___________________________ Major: ________________________________

Student #: ___________________ Seeking credit for which semester: ________________

Employer Information

Organizational Name: __________________________________________________________

Student’s Supervisor: __________________ Title: ______________________________

Work Telephone: (___) ______________ Work Email: ________________________________

Work Address: ______________________________________________________________

Position Information

Title: ______________________________________________________________________

Begin Date: __________________ End Date: ________________________________

Hours Per Week: __________________ Hourly Wage: __________________________

Brief Description of Duties (or attach job description):
___________________________________________________________________________
___________________________________________________________________________

The employer agrees to: assist the student in the completion of an academically-relevant and
meaningful experience, including providing adequate supervision and an evaluation of the student’s
performance. The employer agrees to discuss termination/performance situations with a John Glenn
School Internship Coordinator.

Employer Signature: __________________________________ Date: ________________

The student agrees to: satisfactorily meet all requirements of both the employer and The Ohio State
University John Glenn School of Public Affairs, including duties as assigned by the employer, course
assignments as outlined by the course syllabus, course registration, and payment of all associated fees
for all semesters of participation. Students also agree that they have read and agree to the Code of
Professional and Ethical Conduct on the reverse side of this form.

Student Signature: ___________________________ Date: __________________________

The John Glenn School of Public Affairs agrees to: provide support to both the student and employer in
an effort to answer questions, resolve potential problems, and otherwise endeavor to make the
experience productive, rewarding, and educational for both parties.

JGS Signature: ___________________________ Date: __________________________
Code of Professional and Ethical Conduct for Students Participating in an Internship

General Statements:
While participating in an internship, you are representing not just yourself, but the university and your fellow students, both current and future. Your performance at your work site may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and/or a university-sponsored performance evaluation.

You must keep both the John Glenn School Internship Coordinator and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You are required to notify your sponsoring employer in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the John Glenn School Internship Coordinator.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the John Glenn School Internship Coordinator immediately.

Due to the nature of internship, students are not able to drop the course. Once an offer of employment is accepted students are required to complete the semester.

Specific Statements:
While working at your internship, you will conduct yourself in a professional manner at all times. This includes, but is not limited to:

• Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship employer
• Reporting for work on-time on and on a regular basis
• Participating in any orientation or testing required by the internship employer
• Observing all established safety and sanitation codes as set by the employer
• Engaging in positive, good, legal behavior
• Accepting responsibility and accountability for decisions and actions taken while at work
• Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person