

Engaged Learning Internship Contract

Baylor University's ("University") Office of Engaged Learning Programs ("OELP") are committed to providing high quality, meaningful, and developmentally appropriate educational experiences. It is important to the OELP that interns work towards their individual professional goals, while also reaching goals set forth by the Engaged Learning coursework. This contract summarizes your responsibilities and outlines what you should expect as an intern. Please sign only after careful reading and consideration. Should you have any questions about this training contract please consult with the XXXX of prior to signing.

Internship Site Contact Information:

Individual:

Address:

Phone:

Intern Name:

E-Mail:

Address:

Phone:

Assigned Supervisor:

As an intern, you have the right to expect the following:

- Respectful, individual supervision meetings for at least 2 hours per week, that address goals set collaboratively by you and you supervisor
- Attention to your individual training needs and goals and direct monitoring of your work
- Timely, constructive, and ongoing feedback on your professional growth
- An openness to your constructively expressed feedback regarding the supervisory process and training program
- Exposure to working with diverse clients

Your responsibilities as an intern include the following:

1. I agree that I remain subject to the authority, policies, and regulations imposed by the University and, during periods of practical learning and educational experience at the Internship Site, I will be subject to all rules and regulations imposed by the Internship Site on its employees and volunteers with regard to following the administrative policies, standards, and practices of the Internship Site, including COVID-related policies.
2. I accept as my responsibility the quality of my training experience. In the event of conflict with a colleague or supervisor, I will discuss concerns directly with colleague or supervisor (if appropriate). If not appropriate or if resolution was not reached, I will discuss my concerns with the XXXX. I will report problems or dissatisfaction with the training program to my supervisors or the XXXX, or if those options are not feasible, to the XXX.
3. I will attend and participate in all meetings I am scheduled to attend. I recognize that attendance alone is not sufficient for success and agree to actively participate in such meetings, seminars, and supervisions, as required. If preparation is required prior to meetings, I agree to adequately prepare in advance for meetings.
4. I understand that part of being an intern under OELP requires me to share my work with supervisors (or those acting in a supervisory role). I agree to be open to feedback that is provided by supervisors.
5. I understand that part of my intern training experience is learning to participate as a member of a team, recognizing that my behavior reflects OLEP and my profession. I, therefore, agree to work with my

clients, colleagues, and others in an open, respectful and professional manner, consistent with the highest expectations of the field.

6. I agree to appear in appropriate attire acceptable to the Internship Site.
7. I agree to complete all forms, evaluations, logs, and other paperwork, required by OLEP as necessary and in a timely manner.
7. I agree to be on-time for scheduled work hours and to meetings and appointments. I also agree to be on-site during my designated working hours unless previously arranged with XXX.
8. I agree to obtain medical care at my own expense for any injuries or illnesses sustained as a direct or indirect result of my work at the Internship Site, unless otherwise required by law. I will notify the XXXX in case of absence due to illness and/or emergency. I agree to consult with my supervisor(s) or the XXXX about decisions regarding scheduled obligations during this absence.
9. I acknowledge that the training experience can be intense and demanding. I agree to devote XXX hours per week as an intern. I agree to complete a minimum of XXXX total hours over the course of the internship year. If any medical or emergency situations arise during the internship year and jeopardize my ability to complete the minimum hours by the end date of the internship, I will speak immediately with the XXXX.
13. I agree to provide my own transportation and living arrangements.
14. I agree to obtaining prior written approval of the Internship Site and the University before publishing any material related to the practical learning and educational experience.
15. I agree that I am an enrolled student at Baylor University only engaged in a supervised educational experience at the Internship Site. I shall not, in any way, be considered an employee or agent of the Internship Site or of the University, nor shall I be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Internship Site or of the University. I acknowledge that I am not entitled to nor promised in any manner an employment position at the Internship Site after completion of the educational experience.
16. I agree that that where required by and acceptable to the Internship Site and/or the University, a criminal background check must be completed and approved prior to participation in the practical learning and educational experience.
17. I understand that should I be unwilling or unable to abide by the terms of this contract, in spirit and/or letter, I will voluntarily withdraw from the program. If my supervisor(s) and/or the XXXX do not believe I am fulfilling the terms of this contract, I recognize that, after due process, I may be asked to leave the training program. Any violation of this agreement may be reported to the appropriate agencies and/or institutions.

OLEP Intern Signature

Date

Instructor Signature

Date