

**STUDENT INTERNSHIP PROGRAM AGREEMENT**

I, \_\_\_\_\_, agree to abide by the following conditions:

1. To conform to the regulations of the organization in which I am working with regards to dress code and conduct.
2. To maintain a cumulative GPA of 2.5 to meet the minimum County standard in accordance with the Guidelines.
3. To notify the Internship Team if my student status changes at any time during my internship (graduate, withdraw from school, etc.).
4. To be in regular attendance and on time for the duration of my internship.
5. To personally notify my supervisor in advance, and in accordance with department procedures, if I must be absent or late.
6. To discuss any problems or concerns that may arise regarding my internship with my direct supervisor, and the Internship Team, if necessary.
7. To complete the required timesheets and turn them in to my supervisor at the end of each pay period.
8. Submit necessary school documentation and timesheets to the Internship Team in accordance with the Guidelines.

I acknowledge receipt of the Professional Student Internship Program Guidelines and agree to the terms and conditions of the program.

\_\_\_\_\_  
(Intern Signature)

\_\_\_\_\_  
(Date)