Indiana University School of Art and Design
Art + Design + Merchandising
x-373 Internship in Professional Practice

Student Internship Agreement

I am committed to representing myself, the School of Art and Design, and Indiana University in a professional manner based on the guidelines set forth below:

- Excellent attendance. Do not be late!
- Do not turn work in late. This is a business.
- Put your cell phone away for the day and only check at lunch!
- Make the internship your priority for the summer
- Be alert and energetic at work
- Show initiative
- Communicate with supervisor
- Ask questions, be curious and think about what you are learning
- Keep a notebook in order to avoid repetitive questions
- Keep confidential information confidential
- Learn by observation
- Keep busy at all times
- Look for work when supervisor is busy
- Keep up with assigned duties
- Possess a positive attitude about work and assigned duties
- Accept constructive criticism
- Follow instructions with accuracy
- Demonstrate leadership skills
- Show decision making ability
- Be a team player. Cooperate with co-workers
- Don’t get involved with office gossip
- Work above and beyond expectations
- Show maturity in performance
- Ask for help if you make a mistake/ never try to cover it up
- Dress professionally and according to company dress code
- No personal calls OR texts during work hours, unless it is an emergency.
- Represent yourself, the department, and Indiana University proudly! YOU are the face of the department and Indiana University.

I realize this internship is a profound responsibility as well as a privilege and a unique opportunity. I will do my best to establish a strong relationship with this company for myself and for Indiana University.

______________________________  ______________________
Student Printed Name                     Date

______________________________  ______________________
Student Signature                     Date