



Boston University Washington Programs

Internship Agreement

The Boston University staff in Washington devotes a great deal of time and energy to identifying and developing suitable internship placements, maintaining close relationships with internship supervisors, and matching candidates to placements in a careful and considered manner. Because the efforts that will be made to place you are significant and because important alliances with good internship providers can be damaged when expectations are not met, it is important that you understand and accept your responsibilities as a student representing Boston University in the Washington Programs. Please consider carefully the following rules and regulations governing the internship before indicating your acceptance of them:

- **The Washington staff will not begin internship placements until this signed form is returned.** Internship placements are always competitive, so any delays in beginning the placement process will further limit choices.
- **The Washington staff is prepared to help with your internship placement.** We have many contacts that have been developed over the years, and we have advice to offer about possible internships. However, potential internship providers expect to see initiative from prospective interns. Your active involvement in the internship placement process is integral.
- **You must be able to articulate what kind of organization and work functions you would most like to pursue in an internship and your background should be appropriate for the internship area you choose.** Lack of direction, failure to do research on possible internship opportunities, and unrealistic expectations about how your background might match up with a particular industry or job function are all causes for concern. You must be passionate, or at least enthusiastic, about a general internship category.
- **The Washington staff cannot guarantee that you will be placed in an internship that exactly meets your specifications.** Having too narrow a focus can often be as deadly as having no focus. It is in everyone's best interest that we make the perfect match, but a number of factors may be in play at any given time that may be cause for some compromise. Also, we will not pursue individual organizations for the purpose of a student's résumé building. The goal is always to find the best internship experience, not the biggest name.

- Applying for an internship often involves an application form and a personal cover letter expressing your desire and qualifications along with a résumé, writing samples, and sometimes, references and transcripts. **You must supply these things quickly when requested.** Any delay on your part will limit your chances for placement.
- **The program director has the final decision about where you are placed.** The overwhelming majority of cases will result in a mutually agreeable internship arrangement between a student and an organization. Rarely, however, when a student's indecision forces the issue, or when a series of interviews result in rejections, the director can make the decision to place the student with a particular organization deemed to be the best match.
- **Your accepting the offer of an internship constitutes a commitment on your part to persevere through difficult periods and fulfil all of the expectations set out for you during the placement.** You will no doubt be asked to perform duties from time to time that you find unpalatable or boring, but those kinds of tasks are part of any job. There may be days or weeks where there is too little or too much work to do. The emphasis should always be on how you can best assist the organization that has taken you on, and not on how much fun and stimulation the organization is providing you. The Washington Center staff will make every effort to secure a positive placement that will offer a new experience that could help further your career goals and will be a learning experience for you.
- **You must read the orientation materials and handouts and the Boston University International Programs Student Handbook carefully.** The Handbooks sets out all of the expectations, grading criteria, assignments, and other details relevant to the internship and the internship course.
- Internships are unpaid and you must pay for your own transportation to and from work. You should be prepared to pay transportation costs and to spend time commuting.

I have read and I understand fully the content of this document and I accept the responsibilities associated with participation in the Washington Programs. I understand further that failure to fulfil my obligations will result in a failing grade in the internship course and dismissal from the Washington Program, and that there will be no refund for any expenses, associated with my termination.

Name

Date