



## WASHINGTON, D.C.-LONDON INTERNSHIP PROGRAM INTERNSHIP AGREEMENT

The Washington Center  
for Internships and Academic Seminars

1. Internships are non-paying.
2. While we try to secure a placement within an area you specify, there is no guarantee that we can find a placement that exactly meets your expectations. You may be placed in an alternate, but related area.
3. Your site is expected to provide a site supervisor, who will serve as your point of contact and advise you on work related issues. It is the intern's responsibility to maximize that opportunity by observing the practices of the workplace and asking pertinent questions.
4. The Internship Supervisor is there to help you and act as a conduit between yourself and the site. Please contact the supervisor for advice and assistance during office hours. An appointment should be made when a meeting is required.
5. You will be required to commit to a minimum of 15 hours per week. Exact scheduling will be worked out with your site supervisor at your interview in the UK.
6. Completion and return, to the internship staff of the 'Internship Contact Details' is mandatory. This will be provided to you during orientation in London.
7. Internships hours do not include travel time. Expect to spend at least an hour commuting.
8. An intern is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
9. If issues arise it is the intern's responsibility to initiate dialogue with their site supervisor and inform internship staff.
10. It is your site supervisor's prerogative to make changes to your duties and assign you other tasks.
11. Interns are expected to maintain acceptable standards of dress, behavior, and respect in interaction with colleagues, supervisors and managers.
12. Interns must follow all conditions of employment at their internship site.
13. You are required to inform your supervisor at your internship site of any planned or unplanned absences or tardiness. Missed hours must be made up.
14. At the beginning of every program there is a compulsory internship orientation.
15. Interns must attend their interview at the stated time.
16. Sites retain the right to refuse an intern on the basis of their interview. There will be no refund in this instance. A second placement opportunity will be provided.



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17. In the event of an internship being terminated, the Internship Supervisor will assess the individual situation and act accordingly. There will be no refunds. An alternative site will be provided only if the circumstance is deemed appropriate.
18. The Internship Supervisor has the right to terminate an internship at any time there is evidence or communication from the internship site that the student has failed to meet his or her basic responsibilities. The decision is final and may not be appealed. Under such circumstances the student will be removed from the program. There will be no refund.

**I have read the above conditions and agree to abide by them.**

Name:

Date:

Signature: