

**Valdosta State University  
Public Administration Program**

**Student Internship Agreement**

I understand that I am participating in an internship sponsored by the Department of Political Science. I recognize that in the internship I am subject to the rules, regulations, and policies of Valdosta State University, as well as those that the internship supervisors deems appropriate for the organization or agency.

I understand that I am not covered by the agency's benefits and that it is my responsibility for my own insurance, including accident, health, and hospitalization coverage. I agree to hold harmless the internship agency or organization, Valdosta State University, or any of the personnel employed by these organizations for injury or death as a result of this internship.

I understand that in the internship I will be representing Valdosta State University and the Department of Political Science. I will do nothing that would adversely affect the image of the university. I agree that if my behavior is deemed improper I will withdraw from the internship and accept a grade of U.

I understand that my failure to abide by the policies and procedures of the internship program will result in termination of the internship with a grade of U.

I further agree that I will:

- Dress appropriately for the internship;
- Notify my field supervisors as soon as possible should I be unable to report to work for any reason;
- Conduct myself in a professional manner, and avoid becoming involved in office politics and/or ideological disputes;
- Maintain the confidentiality of records and internal matters; and
- Obtain prior approval from the Internship Coordinator or field supervisor before circulating any written work outside of the internship organization or the Department of Political Science.

Student

Student ID

Date