

Hodson Internship Program Handbook & Application Package, 2014

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Overview

About the Hodson Trust

The Hodson Trust, settled in 1920 by the family of Beneficial Corporation founder Colonel Clarence Hodson, benefits four Maryland educational institutions: Hood College of Frederick, St. John's College of Annapolis, The Johns Hopkins University of Baltimore and Washington College of Chestertown. In more than 91 years, the Hodson Trust has awarded in excess of \$232 million in support of higher education in the State of Maryland. The Hodson Trust also provides St. John's College with scholarship endowments that support student financial aid.

Hodson Trust Internship Program

The Hodson Trust Internship Program at St. John's College in Annapolis is open to all undergraduate students on this campus regardless of whether or not they receive financial aid. The program currently funds up to 30 summer internships each year. A selection committee consisting of faculty and staff members reviews each student's application. Generally, required hours of work range from 20-40 per week. Depending on the length of the internship, stipends vary but do not exceed a maximum of \$3,600.

In today's competitive environment, internships have become important experiences for many students. This program gives students an opportunity to acquire professional experience during their college years (although not during the academic year). Students can expand the range of their skills, explore their talents, and learn about the realities of fields in which they think they might like to work. Internships have been granted in the fine arts, computer science, culinary arts, teaching, finance, government, law, landscaping, library science, medicine, publishing, and scientific research, among other areas.

Contact Information

All application materials, as well as questions regarding the Hodson Internship Program, should be directed to:

Kathleen Cady, Career Services Program Manager
Career Services Office, St. John's College
PO Box 2800, Annapolis, MD 21404
◆ 410-626-2501 ◆ fax: 410-626-2885 ◆ kathleen.cady@sjca.edu

Program Information

What is an internship?

An internship is above all, a “learn by doing” experience that allows a student to:

- Explore the challenges and benefits of a specific profession
- Affirm or reassess career goals
- Gain practical experience and enhance specific skills in a real work environment
- Learn more about one’s own abilities, work style, and preferences
- Develop important professional contacts and relationships that may be beneficial in the future
- Improve one’s prospects in today’s competitive environment (both for the job market and graduate school)
- Ease the transition from full-time student to full-time employee

What is a Hodson internship?

A Hodson internship has the following features:

- Mentors are an important element of a strong internship—there should be significant contact with one person who will guide the student’s work. Some mentors view internships as a way of screening future employees.
- Other employers, as well as graduate and professional programs, often regard internships as weighing substantially in favor of a candidate’s application.
- A successful project brings together employers, artisans, researchers, and others looking for able and intelligent assistants with students who want to gain experience that complements or supplements their education.

Students may apply for established internships or they may develop their own internships. The internship should be relevant to a student’s career aspirations, post-graduate plans, and/or personal interests—the stronger the connection, the more compelling the case. The Career Services Office has a variety of information about established internships that may help you in your internship search.

We strongly recommend that students interested in developing an internship consult with the Career Services Office in the early stages of their thinking.

This handbook contains general information about important components of good applications, but individual guidance can spare you wasted effort and disappointment.

Application Information

Application Deadlines

Please note:

If you're familiar with the Hodson program from previous years, the Early Decision process is no longer an option. The Career Services Office and faculty will continue to help you explore potential internship sites.

Important Dates

1. Intent to Apply: January 24, 2014*

Please notify the Career Services Office that you intend to apply and are working on an application. *If you miss this deadline, please visit the Career Services Office for more information.

2. Resume Review: February 10, 2014

It is suggested that you have the Career Services Office review your resume prior to applying to your internship site.

3. Final deadline: Thursday, February 20, 2014, by 4:30 pm

All applications will be reviewed by a Selection Committee made up of faculty and staff members

Award Decisions Announced: in April

Student Eligibility

- Students enrolled at the Annapolis campus are eligible to apply for internships to take place in the summer immediately following any of their four academic years at the college.
- Students must be on the Annapolis campus during the full academic year immediately preceding the internship. Students must be returning to either the Annapolis or Santa Fe campus in the fall immediately following the internship, unless they are graduating seniors.
- Financial need does not affect a student's eligibility.
- Students must be in good academic standing; at a minimum this means that they must be unconditionally eligible to return to the college in the year following the internship, or to be graduated immediately before the summer of the internship.
- Students with serious attendance problems may not be eligible.
- Students with serious disciplinary infractions may not be eligible.
- Students may apply for internships each year even if they have already received a Hodson-funded internship. However, applications for second internships should make clear the difference between the experience the second internship would afford the applicant, and what was acquired from the first. (See also "Letter of Interest" under **Application Components** below.)
- The committee occasionally supplements the stipends of paid internships under the Hodson Program—with the combined total not exceeding \$3,600.

Restrictions

- Because internships require practical work experience and direct involvement with a mentor, Hodson internships are not awarded for conventional coursework.
- F-1 students will not be eligible for US internships unless they apply for and are granted “optional practical training” from the Bureau of Citizenship and Immigration Services (BCIS). Please visit the Registrar’s Office early in the process for more details. A copy of the application for OPT must be submitted along with other application materials. OPT is not required for an internship in the F-1 students’ home country.
- Applications for internships involving primarily clerical work or other duties (such as canvassing, collecting signatures, or cleaning and maintenance) that are not judged by the Selection Committee to be likely to provide the student with challenging work and learning will not be considered.
- Applicants are advised that the Selection Committee may be less likely to favor internship proposals in which the primary purpose of the intern's work would be, in the Committee's judgment, the encouragement or promotion of a particular political, social, or religious agenda. For further clarification, please consult with the Career Services Offices as early as possible in your application process.
- The Committee will not support internships that might interfere with the instructional program at St. John’s or that might adversely affect the pursuit of the St. John’s program by interns or other students of the College.
- Stipend amounts depend on type (full- or part-time) of work and length of the internship. Stipends are subject to federal and state taxes. A full-time internship is at least eight weeks in length with a minimum of 320 hours (for example, this would translate to eight weeks at 40 hours a week or ten weeks at 32 hours a week).
- Internships must be completed prior to the start of the new academic year, unless you have graduated.
- Students do not earn credit toward a St. John’s degree by completing an internship.
- Internship positions may be part- or full-time.
- Students are generally not eligible for other employment, including on-campus, while participating in a full-time Hodson internship.
- Internships are not available abroad, unless you are an international student interning in your home country.
- Decisions of the Selection Committee are final.

Selection

- A Selection Committee consisting of faculty and staff members reviews each completed application. The committee gives greatest weight to the following criteria:
 - potential benefit to the student
 - completeness of the application
 - confidence in the student’s ability to effectively represent St. John’s College.
- The Committee awards appropriate funds for internships based on the mutual needs and expectations of the students and the mentors.
- Decisions of the Selection Committee are final.

Internship Responsibilities

Applicant Responsibilities



- Students are responsible for researching, applying for, and securing the internship.
- Students apply directly to the business or organization for an established internship'
OR: Develop an internship in consultation with a mentor of the student's choice. In either case, the student is responsible for arranging an interview and following up on status of employment.
- The Career Services Office is available to provide advice and guidance to students applying to all internships.
- Students are responsible for the accuracy of all information contained in the application and post-internship materials and for notifying Career Services of any changes in the internship program. Students understand that misrepresentations in the application or post-internship materials may be considered academic dishonesty and may be referred to the Assistant Dean. Academic dishonesty may be grounds for discipline up to and including expulsion or for requiring repayment of some or all of the stipend.

There are two ways to approach the Hodson application process:

Arrange an internship with a mentor and an organization directly:

- You must be accepted by the internship site by the application deadline.
- All of your paperwork must be complete by the application deadline—with the possible exception of the release forms.

Apply to an established internship:

- You may submit an application for more than one internship site within a single desired career field (if you are still awaiting decisions from the sites by the deadline).
- All of your application components, except the mentor's letter and the release forms, are due by the application deadline.
- You will be expected to update the Career Services Office as soon as your status is known.
- Complete details for submitting more than one internship site can be found on the application form.

Intern Responsibilities & Requirements (if awarded)

- Interns represent St. John's College. All interns are expected to serve as positive representatives of the College and must adhere to the policies and procedures outlined in the Student Handbook.
- Students are required to read and sign the *Intern Agreement and Release*, the *Hodson Stipend Agreement*, and the *Agreement for Interns & Mentors*, prior to the start of the internship.
- Interns must write a report and provide a photograph of themselves at the internship site **by September 8, 2014**. The report and photo are due electronically and become the property of the College and may be used at the discretion of the administration for promotional purposes; Word or Word-compatible format is required. Reports will be distributed to the Hodson Selection Committee, and the Hodson Trust Foundation, and are available in the Career Services office and posted on the Career Services website for access by the College community. These reports contain the student's name.
Report guidelines are included near the end of this handbook.
- ***Failure to provide a completed report by September 8, 2014 will result in the forfeiture of \$500 of the final stipend payment.***
- Interns act as contractual employees; this means, among other things, that the stipends are subject to certain state and federal taxes. Interns are responsible for all taxes associated with the stipend. More information on stipends and taxes is included near the end of this handbook.

Mentor Responsibilities

Mentors have a crucial role in Hodson Internships.

- *They enhance the value of the experience acquired by the interns by providing close supervision and guidance.*
- *It is essential that mentors understand their responsibilities, and students who develop their own internships are largely responsible for ensuring that they do.*



- The mentor must supply a proposal that clearly describes the work of the internship and mentions any applicable internal deadlines and required application materials.
The proposal may be drawn up by the student along with the mentor, but must be signed and submitted by the mentor on official letterhead.
- The Mentor's Letter, also described below under Application Components, should clearly state the mentor's willingness to engage the applicant for the proposed internship. Where it is practical, the internship proposal and mentor's letter may be combined.
- Interviews with students are conducted by mentors to discuss job responsibilities and necessary skills.
- The mentor agrees to act as both a supervisor and a mentor who will educate or train the student in a particular field. The mentor's role as supervisor includes tracking attendance and absences to ensure that the minimum required hours of the internship have been met.
- The mentor must sign a general release form and a contract with the terms of the internship outlined. These are included near the end of this handbook.
- The mentor agrees to complete a mid-season student evaluation form and to allow a college representative to conduct at least one informal telephone conference, email or site visit to confer with the student and his or her supervisor during the internship.
- The mentor agrees to complete a confidential student evaluation form at the conclusion of the internship. This form should be forwarded to the St. John's College Career Services Office by a pre-specified date to ensure that the student is eligible for their final stipend.

Application Components

You are encouraged to contact Career Services if you have any questions or concerns. A completed application consists of the following items and must be submitted in hard copy format to the Career Services Office no later than 4:30 pm on Thursday, February 20, 2014. Late submissions will not be accepted.

Letter of Interest

- Letter addressed to the Hodson Internship Selection Committee.
- A demonstrated long-standing interest in the field of the internship, or a clear articulation of the origins of a more recent interest, is an important element of a proposal.
- A discussion of the relevance of the internship to careers you are considering is helpful.
- You are welcome to apply for subsequent internships.
If you are applying for a subsequent internship, it should be clearly distinguished from the first. Subsequent internships that build on previous ones in significant ways, or that diverge from previous internships will be considered. Subsequent internships that would substantially repeat the kind and level of work of earlier internships are very unlikely to be granted. The comparison with a previous internship should be evident in the Description (below).
- Students applying for first internships may be given preference.

Description of the Internship

A copy of an established internship listing(s), or a proposal clearly outlining an internship opportunity developed by you in consultation with a mentor with whom you would like to work.

- Proposals for internships developed by students should be signed by the mentor and should contain a description of your actual internship duties.

Mentor's Letter

- Letter stating the mentor's willingness to engage you as an intern. (Must be on official letterhead.)
- Where it is practical, the internship description and mentor's letter may be combined.

Application Form: Included in this handbook.

Resume: Seek résumé advice from the Career Services Office well in advance of deadlines—it is recommended that you have your resume reviewed by **February 10**.

Recommendations

- Two letters of recommendation, at least one from a tutor, each accompanied by a Recommendation form (included near the end of this handbook).
- Outside recommenders should be able to comment on your academic ability, professional work, or character. A recommender should be able to provide a strong and objective recommendation.
- As a general rule, close personal family friends are probably not appropriate.

Unofficial College Transcript (request from the Registrar)

Additional Forms:

Student Internship Agreement and Release

Organization Registration & Release

Agreement for Hodson Interns & Mentors

Stipend Payment Agreement (this will be completed if you receive a Hodson award)

(these forms may follow if you have not yet been accepted into the program to which you have applied)

Hodson Internship Application

Summer 2014

Please print NEATLY or type

Student Information

Name _____ Class _____

Phone _____ Email _____

(Graduating seniors, please provide a non-SJC email address)

Local Address (if not on campus) _____

Permanent Address _____

City _____ State _____ Zip _____

Citizenship _____ Type of Visa (if not US citizen) _____

Internship Organization Information

If you are applying to more than one established internship, please use the next page to provide information for each additional organization(s)

Name of Organization _____

Address _____

Mentor/On-site supervisor _____ Title _____

Phone _____ Fax _____ Email _____

Does the organization offer a stipend? **Yes** **No** If yes, the amount _____

Is the internship: **Full-time** **Part-time** Number of anticipated hours per week* _____

Total number of weeks _____ Estimated start date _____ End date _____

Total amount of stipend requested from the Hodson Internship Program \$ _____

A full-time internship is \$3,600 (minimum of 320 hours), less than 320 hours is calculated at \$10/hr.

**Changes in hours could result in an adjustment of stipend; therefore, fill out the hours of your internship as accurately as possible.*

Has this internship been secured? **Yes** **No** If no, by what date will you know? _____

References

Names and titles of two* people who are supplying letters of reference:

(*at least one of whom is a St. John's tutor)

Name _____ Title _____ Organization _____

Name _____ Title _____ Organization _____

*Complete application must be submitted by **February 20, 2014** to:*

Kathleen Cady, Career Services Program Manager

St. John's College, Career Services Office, PO Box 2800, Annapolis, MD 21404, 410-626-2501

Please use this page to include additional internships to which you've applied and have not yet been accepted or rejected and that are in the same career field. You may only use this page when applying to established internships.

Internship Organization Information

Name of Organization _____

Address _____

Mentor/On-site supervisor _____ Title _____

Phone _____ Fax _____ Email _____

Does the organization offer a stipend? ___ **Yes** ___ **No** If yes, the amount _____

Is the internship: ___ **Full-time** ___ **Part-time** Number of anticipated hours per week* _____

Total number of weeks _____ Estimated start date _____ End date _____

Total amount of stipend requested from the Hodson Internship Program \$ _____

A full-time internship is \$3,600 (minimum of 320 hours), less than 320 hours is calculated at \$10/hr.

**Changes in hours could result in an adjustment of stipend; therefore, fill out the hours of your internship as accurately as possible.*

Has this internship been secured? ___ **Yes** ___ **No** If no, by what date will you know? _____

Internship Organization Information

Name of Organization _____

Address _____

Mentor/On-site supervisor _____ Title _____

Phone _____ Fax _____ Email _____

Does the organization offer a stipend? ___ **Yes** ___ **No** If yes, the amount _____

Is the internship: ___ **Full-time** ___ **Part-time** Number of anticipated hours per week* _____

Total number of weeks _____ Estimated start date _____ End date _____

Total amount of stipend requested from the Hodson Internship Program \$ _____

A full-time internship is \$3,600 (minimum of 320 hours), less than 320 hours is calculated at \$10/hr.

**Changes in hours could result in an adjustment of stipend; therefore, fill out the hours of your internship as accurately as possible.*

Has this internship been secured? ___ **Yes** ___ **No** If no, by what date will you know? _____

Student Internship Agreement and Release

This is a Release of Liability. Please read it carefully.

I, _____, SS# _____
(name, please print)

am a student at St. John's College and plan to undertake an internship during summer 2014, at the following location:

(Internship Organization)

(city/state/zip)

I understand that my internship will be with a third-party, unaffiliated with St. John's College. St. John's College does not control the way in which the internship work experience and the internship site are structured or operate. St. John's College makes no assurances, expressed or implied, about the safety or appropriateness of the internship or of any travel and living arrangements the student has made.

I understand that any internship or travel carries with it potential hazards which are beyond the control of St. John's College and its agents or employees.

I understand that St. John's College reserves the right to cancel my stipend or internship program, or to make other changes or substitutions to this program in cases of emergency or changed conditions or in the general interest of the internship program. I understand that St. John's College may take any actions it considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the internship program or St. John's College, including termination of the internship experience.

NO EMPLOYMENT RELATIONSHIP

I understand that I am not an employee or agent of St. John's College and that nothing contained herein or in any other materials related to my internship or the Hodson Internship Program creates an employment relationship between myself and St. John's College. I understand that my internship is for my own benefit, not St. John's College's benefit. I acknowledge that St. John's College does not control my work experience, the hours worked, or the type of work performed.

INSURANCE COVERAGE

I have sufficient health, accident, disability, and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that St. John's College does not provide such insurance and does not have an obligation to provide me with such insurance.

I assume full responsibility for any physical or emotional problems that might impair my ability to complete the experience.

I release St. John's College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the agency with which I perform my internship, St. John's College has no liability for personal injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that I am not an employee of St. John's College and that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that St. John's College assumes no liability for personal injury that I may suffer in the course of my internship, and I agree to be responsible for ascertaining whether my internship agency provides workers compensation coverage for me.

I acknowledge that any requirement for liability insurance is a matter to be negotiated between me and my internship agency. I understand that most sites' liability insurance programs do not include coverage for student interns. In such cases, if my negligence or intentional acts or omissions injure a third party or a third party's property, I would have to defend (and pay, if the claim was sustained) the claim myself.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship may require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise St. John's College in the eyes of the individuals and organizations with which it has dealings, and I acknowledge St. John's College's responsibility for setting rules and interpreting conduct for this purpose. I agree that should St. John's College or the Director of Career Services decide that I must be terminated from my internship because of conduct that might bring the program into disrepute, or the internship into jeopardy, that decision will be final and may result in the loss of any stipend furnished by the Hodson Internship Program. I understand that my inappropriate or unprofessional conduct during my internship may be a basis for discipline under St. John's College student handbook. **I understand that failure to meet the deadlines associated with this internship will result in forfeiture of my stipend.**

GENERAL RELEASE AND ASSUMPTION OF RISK

It is expressly agreed that the internship and use of any and all facilities at the internship site shall be undertaken by me at my sole risk. I am aware that risks to my personal safety may exist, all of which are beyond the control of St. John's College. I expressly assume the responsibility of educating myself to the risks that I may be exposed to while in service at the internship and I expressly assume all such risks, both known and unknown. **I waive, hereby release, and promise to hold harmless and indemnify St. John's College, its directors, officers, board members, employees, advisors, and agents of and from any and all liability, causes of action, claims, or damages arising out of or related to any loss, damage, bodily or mental harm, or injury sustained by any person (including myself) or illness (including, but not limited to, death) as a direct or indirect result of my participation in the internship, including at any time throughout the period of the internship, including all travel to and from the destination city and internship site as well as during the time prior to my departure or following my return.** I agree that this release is intended to be as broad and inclusive as permitted by law and that if any part thereof is held to be invalid, the balance of the release shall continue in full force and effect.

TAX REQUIREMENTS

As an intern you will receive a 1099 Misc. tax form from the Business Office. **There is no withholding from the stipend payment for Social Security, Medicare, federal or state taxes.** The stipend amount will appear in the box for Other Income on the 1099 Misc. and should be reported on your 1040 tax form (you will NOT be able to file a 1040EZ or a 1040A). **I understand that I am responsible for filing the appropriate forms in a timely manner and that I am liable for any state and federal taxes.**

I have read and understand the foregoing and sign this as an act of my own free will, without coercion or duress.

Student Name (please print clearly)

Student Signature

Date

If under 18 years of age, Parent/Guardian Signature required

Parent/Guardian Name (please print clearly)

Parent/Guardian Signature

Date

Signed agreement is due by February 20, 2014, to: Kathleen Cady, Career Services Program Manager, Career Services Office, St. John's College, PO Box 2800, Annapolis, MD 21404 or fax: 410-626-2885

Internship Organization Registration and Release

A. Registration Information

Please print or type

Date: _____

Organization: _____

Address : _____

Mentor name: _____ Title: _____

Type of Organization: _____

Telephone: _____ Fax: _____ Email: _____

Description of internship responsibilities and work conditions:

Is housing provided by the organization? (Y or N) _____

Does the organization offer a stipend? (Y or N) _____ If yes, please indicate the stipend amount _____

Is daily transportation to and from internship provided by the organization? (Y or N) _____

Are travel expenses provided by the organization? (Y or N) _____ If yes, indicate amount _____

Hours/Days per week for the internship: (Please circle)

Hours per week: 5-10 10-15 15-20 20-25 25-30 35 or more

Days of the week: M T W Th F Sa Su

B. Responsibility of the Organization

1. Encourage and support the learning aspect of the student's internship arrangement.
2. Communicate the organization's policies and standards to the student. Review the internship guidelines and determine duties, responsibilities, schedule, and internship duration with the student to ensure that expectations are communicated clearly, and are agreeable to both parties.
3. Designate an employee of the organization to serve as the student's mentor with responsibilities to help orient the student to the organization and its culture, to assist in the development of learning objectives, to confer regularly with the student and to monitor the progress of the student.
4. Provide adequate supervision for the student and to assign duties that are career-related, progressive, and challenging.
5. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
6. Provide safe working facilities.
7. Avoid displacing regular workers with the internship student.

8. Notify St. John's College Career Services Office personnel of any changes in the student's internship assignment, schedule or performance.
9. Allow College representative to conduct at least one informal telephone conference or site visit to confer with the student and his/her supervisor.
10. Complete a written evaluation of the student's performance (forms provided by the St. John's College Internship Program) at the middle and at the end of the student's internship assignment.
The student will not receive his/her final stipend until the final evaluation form is received by the St. John's College Career Services Office.
11. Communicate the organization's policies and standards to St. John's College Career Services Office personnel.
12. Assume liability for work-related injuries sustained by the intern, insofar as the agency may determine the same to be required by law in that state.*
13. Provide or assure adequate general liability insurance coverage for the organization with respect to the internship program.*

C. General Release: *

(This is a release. Please read carefully.)

The organization acknowledges that St. John's College does not control the student intern or the internship experience. Accordingly, the undersigned organization shall indemnify and hold harmless St. John's College and its directors, officers, agents, and employees from any and all claims, actions, liability, and expenses (including attorney's fees) arising from the internship program; provided that this release shall not apply to any claims arising out of St. John's agreement with the intern to provide a Hodson stipend.

***Note: Insurance and indemnification requirements may be waived by St. John's College in its sole discretion upon receiving satisfactory proof of the applicable governmental immunity for qualified institutions.**

I have read the responsibilities associated with this internship and approve the appointment of this intern to a position under my supervision.

ORGANIZATION: _____

NAME: _____
(please print)

SIGNATURE: _____ **DATE:** _____

TITLE: _____

Please sign above and return this contract to:

Career Services Office
St. John's College
PO Box 2800
Annapolis, MD 21404

Or fax: 410-626-2885

Please note that the student will not receive the stipend/grant for this internship until the signed contract is returned.

Agreement for Hodson Interns and Mentors

Stipend Information

STIPENDS: Each intern receives a stipend determined by the number of hours and duration required of the internship. The stipend is payable in three equal installments: the first in May, the second in June and the final payment in July, minus \$500. The balance of \$500 will be given to the intern when a summary/report of the internship experience is turned in to the Career Services Office at the end of the internship period and when the mentor has completed and turned in to the Career Services Office the Student Evaluation form.

Failure to provide the report by the predetermined date will result in forfeiture of the \$500.

If you are unable to fulfill your obligation to complete the internship to which you have committed, future stipend payments will be forfeited and you may be required to repay any funds already received.

Schedules

Most Hodson Summer Interns provide services 35-40 hours per week. The mentor and the intern must arrange a mutually acceptable internship schedule. Interns are expected to provide services during agreed-upon hours for the duration of the internship. Interns must obtain prior approval from their mentor if they wish to be excused from their scheduled hours.

Job Descriptions

The Career Services Office maintains an internship description written by the mentor or organization for each position. It must include position title, mentor's name, skills required, position duties, and duration and hours of internship. Mentors should review internship descriptions with their interns to ensure that expectations are communicated clearly.

Attire

Interns should dress appropriately for their position (i.e., no short shorts, gym clothes, bare feet). Questions regarding appropriate attire should be addressed to their supervisors.

Sickness

Interns must notify their mentors if they cannot work due to illness. Mentors may request verification from a health professional if absences are frequent or prolonged.

Performance

Interns are expected to arrive at the internship site promptly, perform services during all scheduled hours unless excused by the mentors and complete their duties competently. Mentors should be consistent in ensuring that interns adhere to these expectations. If the intern's work, attendance, or punctuality is not satisfactory, mentors should take the following steps:

1. Upon the first incidence of unsatisfactory performance, the mentor should counsel the intern and suggest ways for the intern to improve.
2. If the intern's work continues to be unsatisfactory, the mentor should advise the intern and the Career Services Office in writing of the deficiency/deficiencies. The intern will be placed on probationary status – meaning that lack of improvement will result in loss of the internship.

In cases of extreme irresponsibility or wrongdoing, interns may lose their internship without prior warning. Interns who feel unjustly evaluated or terminated may appeal their case in writing. Appeals should be directed to the Career Services Office at St. John's College.

Date:

Student's Name:

Permanent Mailing Address:

Dates/Period of Internship:

Number of Hours Per Week:

Organization:

Organization Address:

Organization Phone Number:

Fax:

Email:

Mentor's Name:

Amount of Hodson stipend requested:

I, the undersigned, agree to accept the internship indicated above.

I have read and understand the Agreement for Hodson Interns & Mentors, which includes pertinent tax information in regard to stipend payments.

I agree to fulfill the obligations and responsibilities outlined by my mentor in compliance with the Agreement Contract.

I realize that I may be dismissed from the internship program for failure to meet these responsibilities.

Student's Signature

Date

I approve the appointment of this intern to a position under my supervision.

I have outlined in writing the responsibilities of the internship position and have given the intern a copy.

I have read and understand the Agreement for Hodson Interns & Mentors.

Mentor's Signature

Date

Please sign above and return this contract to:

Kathleen Cady, Career Services Office, St. John's College, PO Box 2800, Annapolis, MD 21404 or 410-626-2885 (fax) at your earliest convenience.

The student will not receive the stipend for this internship until the signed contract is returned.