

# 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.**