

# Hodson Internship Program Handbook & Application Package, 2020

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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. Over the past 99 years, the Hodson Trust has awarded more than \$300 million to support 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

*This year we celebrate the 20<sup>th</sup> anniversary of the Hodson Internship Program!*

The Hodson Trust Internship Program at St. John's College in Annapolis is open to all undergraduate students on campus regardless of financial need. 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 \$4,000. To receive a stipend of \$4,000 you must be completing a full-time internship, which is a minimum of 320 hours.

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  
60 College Avenue, Annapolis, MD 21401

◆ 410-626-2501 ◆ fax: 410-626-2885 ◆ [kathleen.cady@sjc.edu](mailto:kathleen.cady@sjc.edu)

# Program Information

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

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.
- 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.
- 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 planning.***

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

# Application Guidelines

## Application Deadlines

- 1. Resume Review: February 5, 2020\***  
Your resume will need to be reviewed by this date if you intend to apply. \*If you miss this deadline, please visit the Career Services Office for more information.
- 2. Intent to Apply: February 12, 2020\***  
Please notify the Career Services Office that you intend to apply and are working on an application. \*If you miss this deadline, please visit Career Services for more information.
- 3. Final deadline: Wednesday, February 26, 2020 by 4:30 pm**  
Review of applications will begin after the February 26 deadline, except in certain extenuating circumstances, when earlier review may be possible. The Selection Committee is made up of faculty and staff members.

## Student Eligibility

- Students enrolled at the Annapolis campus are eligible to apply for internships during 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 aid status does not affect the selection process, however students must be in good financial standing to receive an award.
- 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 have graduated immediately before the internship.
- Students with serious attendance and/or disciplinary problems may not be eligible.
- Students may apply for internships each year even if they have already received a Hodson award. However, applications for subsequent internships should make clear the difference the subsequent internship would afford the applicant compared to what was acquired from the first. (See also "Letter of Interest" under **Application Components**.)
- The committee can supplement the stipends of paid internships under the Hodson Program if the stipend offered by the organization is less than \$4,000. The supplement would add to the stipend offered and together would not exceed a total of \$4,000. For example, if the organization is offering a stipend of \$2,000, the Hodson stipend supplement would be no more than an additional \$2,000 for a total of \$4,000.

## Restrictions

- Hodson internships are not awarded for coursework as they require practical work experience and direct involvement with a mentor. Please consider applying for a Pathways Fellowship if you are interested in coursework and if you are eligible.
- F-1 students are not eligible for U.S. internships unless they apply for and are granted “Optional Practical Training” from the Bureau of Citizenship and Immigration Services (BCIS). Please also keep in mind that the internship must relate in some way to your field of study at St. John’s College.

Please visit the Registrar’s Office early in the process for more details—**this must be done in the appropriate time frame. This means that you will need to apply for OPT prior to receiving a decision on your Hodson application.** The USCIS takes an average of four months to approve all OPT petitions. Students applying for internships outside of this window will not be recommended for OPT.

***Students must be approved for OPT before starting their internship and receiving their Hodson stipend.*** 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) and that may not 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 Office 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.
- Internship positions may be part- or full-time. 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 the student has graduated.
- Students do not earn credit toward a St. John’s degree by completing an internship.
- 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 the student is an international student interning in their home country.
- Internships may not be arranged or supervised by a close family member.
- Internship or research experiences obtained via fee-based or third-party companies or providers are not eligible for funding.
- The Committee will not consider internship sites that are not included in the original application.
- Consideration of changes to an approved internship are at the discretion of the committee.

## Selection

- **A selection committee consisting of faculty and staff members reviews each completed application in this competitive process.**

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 positively 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. The Career Services Office is available to provide advice and guidance to students applying to all internships.
- 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.
- Students are responsible for the accuracy of all information contained in the application and post-internship materials and for notifying Career Services **promptly** 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 to the internship site by the Hodson 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 application 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, are expected to serve as positive representatives of the College, and must adhere to the policies and procedures outlined in the Student Handbook.
- Interns will be invited to an awards luncheon, usually scheduled in April, where their efforts will be recognized by the Hodson Committee members and other invited guests.
- Interns will attend an Employer Panel, usually scheduled in May, which will offer advice for a successful internship and guidance on making the most of your opportunity.
- Interns 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. Please read these documents carefully as they detail the interns' obligations during and following the internship.
- Interns must write a report and provide a photograph of themselves at the internship site. ***Failure to provide a completed report and photograph by the required deadline will result in the forfeiture of the final stipend payment of \$500.***
- More information on stipends, taxes, and other requirements is included in the Acceptance Package you will complete when you receive your award.

## Hodson Internship 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 or sent directly from the mentor's email address.**
- The Mentor's Letter, also described 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, which will be provided to you by the intern.
- The mentor agrees to complete a mid-summer student evaluation 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 also agrees to complete a final student evaluation 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 Wednesday, February 26, 2020**. **Late submissions will not be accepted.**

- Letter of Interest
  - Letter is 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.
  - A description of your goals for your internship—what you hope to learn—should be included.
  - 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 unlikely to be granted.
- Internship Description
  - 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 the actual internship duties.
- Mentor's Letter
  - Letter stating the mentor's willingness to engage you as an intern—must be on official letterhead or emailed directly by the mentor to the Career Services office.
  - Where it is practical, the internship description and mentor's letter may be combined.
  - Letter can follow if the internship is not yet secured—**this option is available only if you are applying to established internships.**
- Application Form: A sample is included in this handbook.  
The official application is available for completion and download from:  
<https://www.sjc.edu/career-success/annapolis/hodson-trust-internship-program>.  
Please complete this form electronically, print it out and sign it, before including it with your application. **No handwritten copies will be accepted.**
- 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 5.**
- Recommendations
  - Two recommendations, at least one from a tutor, are required. The recommendation forms are 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 no later than **Friday, February 21** or you risk not meeting the application deadline.
- Additional Forms These forms may follow if you have not yet been accepted into your program.
  - Student Internship Agreement and Release
  - Organization Registration & Release
  - Agreement for Hodson Interns & Mentors
  - Internship Acceptance Package (this will be provided to you if you receive a Hodson award).

# SAMPLE Hodson Internship Application

Please visit [sjc.edu/career-success/annapolis/hodson-trust-internship-program](http://sjc.edu/career-success/annapolis/hodson-trust-internship-program) for the fillable application form. No handwritten copies will be accepted.

## Student Information

Name: \_\_\_\_\_ Class: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Will you be returning to the Annapolis campus next year? **Yes**  **No**

Local Address (if not on campus): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

U.S. Citizen? **Yes**  **No**  Type of Visa and Home Country (if not US citizen): \_\_\_\_\_

Awarded a Hodson or Ariel previously? **Yes**  **No**

## Internship Organization Information

*If you are applying to more than one established internship, please use this and the next page(s) to provide information for each additional organization. All internships need to be in the same career field.*

**\*\*You will only be awarded for an organization that is listed in your application.\*\***

Name of Organization: \_\_\_\_\_

Field of Internship (i.e. publishing, law, education): \_\_\_\_\_

Address: \_\_\_\_\_

Mentor/Onsite supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Is your mentor a SJC alumna or alumnus? **Yes**  **No**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Does the organization offer a stipend? **Yes**  **No**  If yes, the amount \$ \_\_\_\_\_

Is the internship: **Full-time**  **Part-time**  Is the internship: **Onsite**  **Remote**

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 \$4,000 (minimum of 320 hours), less than 320 hours is calculated at \$12.50/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? \_\_\_\_\_

## Recommenders

*List names and titles of two people who are supplying a recommendation. One must be a St. John's tutor.*

Name: \_\_\_\_\_ Title: Tutor Organization: St. John's College

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Organization: \_\_\_\_\_

**Complete application must be submitted by February 26, 2020 to:**

Kathleen Cady, Career Services Program Manager, St. John's College; [kathleen.cady@sjc.edu](mailto:kathleen.cady@sjc.edu); 410-626-2501

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Use this page for additional internships to which you've applied and have not yet been accepted and that are in the same career field. You may fill out information for as many additional established internships as needed.

**You will only be awarded for an organization that is listed in your original application.**

Please visit [sjc.edu/career-success/annapolis/hodson-trust-internship-program](http://sjc.edu/career-success/annapolis/hodson-trust-internship-program) for a fillable application form. No handwritten copies will be accepted.

## Sample Only

### Internship Organization Information

Name of Organization: \_\_\_\_\_

Field of Internship (i.e. publishing, law, education): \_\_\_\_\_

Address: \_\_\_\_\_

Mentor/Onsite supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Is your mentor a SJC alumna or alumnus? **Yes**  **No**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Does the organization offer a stipend? **Yes**  **No**  If yes, the amount \$ \_\_\_\_\_

Is the internship: **Full-time**  **Part-time**  Is the internship: **Onsite**  **Remote**

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 \$4,000 (minimum of 320 hours), less than 320 hours is calculated at \$12.50/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: \_\_\_\_\_

Field of Internship (i.e. publishing, law, education): \_\_\_\_\_

Address: \_\_\_\_\_

Mentor/Onsite supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Is your mentor a SJC alumna or alumnus? **Yes**  **No**

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Does the organization offer a stipend? **Yes**  **No**  If yes, the amount \$ \_\_\_\_\_

Is the internship: **Full-time**  **Part-time**  Is the internship: **Onsite**  **Remote**

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 \$4,000 (minimum of 320 hours), less than 320 hours is calculated at \$12.50/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? \_\_\_\_\_

# Hodson Internship Recommendation

To be completed by the applicant:

Applicant Signature Required

**Statement of Waiver or Nonwaiver of Student's Right of Access to Confidential Statements**

- I hereby voluntarily waive my right of access under FERPA to confidential letters and statements of recommendation.  
 I do NOT waive my right of access under FERPA to confidential letters and statements of recommendation.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommender's name:** \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_

In what field is this internship (i.e. publishing, law, education)? \_\_\_\_\_

To be completed by the recommender:

How long have you known the applicant and in what capacity?

\_\_\_\_\_

When did the applicant ask for the recommendation? \_\_\_\_\_

*Please rate the applicant on the following. Select ONLY ONE response per question:*

Intellectual Strengths or Qualities

**Level of Intellectual Curiosity**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

**Ability to Analyze Problems and Formulate Solutions**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

Qualities Bearing on Workplace Conduct

**Level of Maturity**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

**Level of Initiative**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

**Meets Deadlines**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Timeliness, in particular for Class Attendance**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Academic Preparedness**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Level of Integrity**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

Interpersonal & Communication Skills

**Communicates Effectively (both oral & written)**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Collaborates and Works Well with Others**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please indicate the strength of your overall endorsement:

**recommended with reservations  recommended  highly recommended**

Based on your knowledge of the student, do you believe this internship is a good fit for their strengths & interests? Comments: \_\_\_\_\_  
\_\_\_\_\_

Please describe any additional qualifications and characteristics you consider to be of particular significance in evaluating the applicant's abilities to succeed in the Hodson Internship Program:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form by **February 26, 2020** to

Kathleen Cady

Career Services Office, St. John's College, 60 College Avenue, Annapolis, MD 21401

Email: [kathleen.cady@sjc.edu](mailto:kathleen.cady@sjc.edu); Fax: 410-626-2885

# Hodson Internship Recommendation

To be completed by the applicant:

Applicant Signature Required

**Statement of Waiver or Nonwaiver of Student's Right of Access to Confidential Statements**

- I hereby voluntarily waive my right of access under FERPA to confidential letters and statements of recommendation.  
 I do NOT waive my right of access under FERPA to confidential letters and statements of recommendation.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommender's name:** \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_

In what field is this internship (i.e. publishing, law, education)? \_\_\_\_\_

To be completed by the recommender:

How long have you known the applicant and in what capacity?

\_\_\_\_\_

When did the applicant ask for the recommendation? \_\_\_\_\_

*Please rate the applicant on the following. Select ONLY ONE response per question:*

Intellectual Strengths or Qualities

**Level of Intellectual Curiosity**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

**Ability to Analyze Problems and Formulate Solutions**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

Qualities Bearing on Workplace Conduct

**Level of Maturity**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

**Level of Initiative**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_

**Meets Deadlines**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Timeliness, in particular for Class Attendance**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Academic Preparedness**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Level of Integrity**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

Interpersonal & Communication Skills

**Communicates Effectively (both oral & written)**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Collaborates and Works Well with Others**

Below Average  Average  Above Average  Exceptional  No Basis for Judgment

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please indicate the strength of your overall endorsement:

**recommended with reservations  recommended  highly recommended**

Based on your knowledge of the student, do you believe this internship is a good fit for their strengths & interests? Comments: \_\_\_\_\_  
\_\_\_\_\_

Please describe any additional qualifications and characteristics you consider to be of particular significance in evaluating the applicant's abilities to succeed in the Hodson Internship Program:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form by **February 26, 2020** to

Kathleen Cady

Career Services Office, St. John's College, 60 College Avenue, Annapolis, MD 21401

Email: [kathleen.cady@sjc.edu](mailto:kathleen.cady@sjc.edu); Fax: 410-626-2885

# Student Internship Agreement and Release

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

I, \_\_\_\_\_, Student ID# \_\_\_\_\_  
(name, please print)

am a student at St. John's College and plan to undertake an internship during summer 2020 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 I have 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

### For Domestic Awardees:

Per the guidance under Treas. Reg. 1.6041-3(n), information returns are not required for "payments to individuals as scholarships or fellowship grants within the meaning of section 117(b)(1), whether or not "qualified scholarships" as described in section 117(b)." A qualified scholarship is defined in IRC Section 117(b) as "any amount received by an individual as a scholarship or fellowship grant to the extent the individual establishes that, in accordance with the conditions of the grant, such amount was used for qualified tuition and related expenses."

The college will not be issuing 1099 Misc. for the award payments issued, however you are advised to consult with a Tax Professional to determine whether the payment is taxable income and should be included in any personal tax return filings.

### For International Awardees:

You will need to complete the form titled "W-8BEN" found here: <https://www.irs.gov/pub/irs-df/fw8ben.pdf>. Per IRS Federal Tax Guidelines, this form will be required if you accept your 2020 Hodson award. Federal Income Tax of up to 30%, may be withheld from each award payment. Once you complete the form and return it to the Career Services Office, the St. John's Business Office will be in touch with you regarding the final tax withholding.

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

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Student Name (please print clearly)

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Student Signature

---

Date

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

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Parent/Guardian Name (please print clearly)

---

Parent/Guardian Signature

---

Date

**Signed agreement is due by February 26, 2020, to: Kathleen Cady, Career Services Program Manager, Career Services Office, St. John's College, 60 College Avenue, Annapolis, MD 21401 or fax: 410-626-2885 or email: [Kathleen.cady@sjc.edu](mailto:Kathleen.cady@sjc.edu).**

# 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?  Yes or  No

Does the organization offer a stipend?  Yes or  No If yes, please indicate the stipend amount \_\_\_\_\_

Is daily transportation to and from the internship provided by the organization?  Yes or  No

Are travel expenses provided by the organization?  Yes or  No 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 staff of any changes in the student's internship assignment, schedule or performance.
9. Allow a College representative to conduct an informal telephone conference or site visit to confer with the student and his/her supervisor, if necessary.
10. Complete a written evaluation of the student's performance (forms provided by the St. John's College Internship Program) at the middle and 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 staff.
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 release to:

Career Services Office  
St. John's College  
60 College Avenue  
Annapolis, MD 21401

Or fax: 410-626-2885

**Or email: [Kathleen.cady@sjc.edu](mailto:Kathleen.cady@sjc.edu)**

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 four installments: the first in May, the second in June and the third payment in July, minus \$500. The balance of \$500 will be paid 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 Final 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 the position title, mentor's name, skills required, position duties, and duration and hours of the internship. Mentors should review internship descriptions with their interns to ensure that expectations are communicated clearly.

## Attire

Interns should dress appropriately for their position. Questions regarding appropriate attire should be addressed to their mentors.

## 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: \_\_\_\_\_ 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.  
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 agreement to:**

Kathleen Cady, Career Services Office, St. John's College, 60 College Avenue, Annapolis, MD 21401  
Or fax: 410-626-2885, or email: [Kathleen.cady@sjc.edu](mailto:Kathleen.cady@sjc.edu), at your earliest convenience.

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