INTERNATIONAL INTERNSHIP PROGRAM COMMITMENT FORM 2019

In accepting this internship, I hereby formally commit to the guidelines and policies described in this commitment form. I understand that I will receive the IIP award after I return a signed copy of the Commitment Form within TWO days to iip@princeton.edu.

In accepting this internship, I agree to do the following program policies for the duration of the IIP.

Pre-IIP
a) After consulting the employer’s website, former interns’ evaluations, initiate communication with the supervisor to discuss internship dates (minimum of 8 consecutive weeks) and summer work/project. IIP contact (shahreen@princeton.edu) should be copied on all correspondence.

b) A thank you e-mail must be sent to the employer’s contact entitled “Thank you for internship placement” and copy IIP on the communication. Contact information will be e-mailed once signed commitment form is received by IIP office.

c) Start and end dates must be established with the employer, with the understanding that canceling or altering this commitment will jeopardize IIP placement, the award, as well as the potential to participate in other international programs and internships sponsored by the University.

During IIP
a) Adhere to University policy as stated in Rights, Rules, Responsibilities – to know, understand and agree to observe the laws of the host country and to respect the employer’s regulations and policies regarding assignments, working hours, and professional conduct (including dress code), as well as to fulfill the responsibilities entrusted to the best of my abilities. I understand that if I fail to abide by any of the aforementioned rules and standards, the possible consequences could include University discipline and/or dismissal from the internship.

b) Respond to communication from IIP office during the course of the internship. This includes but not limited to surveys, reports, and evaluation forms. Immediately inform the IIP office of any issues, cultural, personal or professional, that arise during the internship.

c) Never publicize, copy, distribute or use in any form any organization data or information without the consent of the organization.

Post IIP
a) Complete mandatory IIP Final Evaluation Form and submit it by the deadline of September 2nd.

b) Participate in Post-Internship Debriefing Session.

c) Comply with any additional requirements established by IIP Donor (as stipulated in the award letter).

d) Send thank you email to supervisor and employer upon return to Princeton and copy IIP on communication.

e) Inform IIP office if letter of recommendation is requested from employer.

Financial Aid: For students on financial aid, this award is estimated to cover airfare (estimated as per roundtrip from Newark), accommodation, meals, and local transportation to and from work and to and from the airport. For students who are not on financial aid, the award is estimated to include accommodation, meals, and local transportation to and from work and to and from the airport. All students can seek additional funds to cover immunization and visa costs, through the SAFE portal, regardless of their financial aid status. Additionally, students who are not on financial aid can seek additional funding for airfare costs ONLY up to the amount specified on the award letter. The students will have to provide receipts for these items to IIP before their departure date and will be required to reimburse their funder of any funding received in excess of these receipts.

Revocation of Award and Termination of IIP: The internship supervisor will notify IIP office of any issues that may arise regarding any aspect of the performance of the intern. If the performance issues cannot be resolved, the supervisor may terminate the internship and would inform IIP office in advance of this decision. The student may not terminate the internship without prior approval of IIP office and the internship supervisor. In the case of internship termination, the student may be asked to reimburse IIP for the full amount of the award received. The IIP office may require a student to leave the internship and return home if, after consultation with other appropriate University offices, it is determined that the student’s health, safety or well-being is at risk. Before IIP can decide if an internship can or should be interrupted for medical reasons, the student will be asked to contact ISOS for a Safety Travel Assessment, which may include a consultation with an UHS counselor (if previous relationship has been established) and/or with a recommended local provider on site. If after consultation with ISOS and/or UHS IIP agrees to the interruption of the internship due to medical reasons, before being allowed to return to the University, the student will be asked to provide documentation from their health care provider that supports readiness to resume studies at Princeton University. UHS will review this documentation and make recommendations for follow-up if deemed necessary. The student may be responsible for partial/full reimbursement of the IIP award.

I understand that the University reserves the right to revoke sponsorship if there is a significant deterioration or reasonable expectation of deterioration in the safety and security conditions in the country where travel will occur. If the University assesses a lack of compliance on the student’s behalf with Rights, Rules and Responsibilities, the laws of the country of travel or the employer’s regulations and policies, the University can terminate the internship and I may be responsible for full/partial reimbursement of the IIP award.

Signature: ___________________________________________ Date: _______________________

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