INTERNATIONAL INTERNSHIP PROGRAM COMMITMENT FORM 2015

In accepting this internship, I hereby formally commit to the start and end dates that I establish with the employer, with the understanding that cancelling or altering this commitment will jeopardize the good standing of Princeton University’s International Internship Program, as well as my chances to participate in other international programs and internships sponsored by the University. I also 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, or 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. I will receive an IIP award, as per the IIP acceptance email. For students on financial aid, this award is estimated to cover airfare (roundtrip from Newark), accommodation, meals, and local transportation to and from work and to and from the airport. For students that 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 search for additional funds to cover immunization and visa costs, through the SAFE portal, regardless of their financial aid status. The students will have to provide receipts for these items to IIP before their departure date, and will be required to reimburse any funding received in excess of these receipts. Additionally, students that are not on financial aid can search for additional funding for airfare costs ONLY up to the amount specified on the acceptance letter.

In accepting this internship, I also agree to do the following:

Before the start of the internship

a) Send a thank you email to the employer’s contact entitled “Thank you for internship placement” and copy IIP. Contact information will be provided to me at my IIP briefing meeting.

b) After consulting the employer’s website and former students’ evaluations (when available), initiate a relationship with the employer to discuss internship dates (minimum of 8 consecutive weeks) and my summer work/project. The IIP should be copied on all correspondence.

c) Make a Briefing meeting appointment with the director of the International Internship Program through the WASS system to discuss travel, safety, health and cultural issues and detailed information specific to this placement.

d) Register in the University Travel Database (www.princeton.edu/travel).

e) Complete necessary visa procedures, and travel arrangements.

f) Attend a mandatory a Health Services meeting, Research Ethics workshop and a Cultural Awareness session (dates to be announced).

During the course of the internship

a) Adhere to University policy as stated in Rights, Rules, Responsibilities. It is my responsibility to know, understand and agree to observe the laws of the host country and to respect my employer’s regulations and policies regarding assignments, working hours, and professional conduct (including dress code), as well as to fulfill the responsibilities entrusted to me 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 during the course of the internship. At a minimum, this will entail responding to the questions in (1) a check-in email upon arrival, (2) a mid-summer report, and (3) IIP Final Evaluation Form.

f) Immediately inform the IIP of any issues, social or professional, that arise during the internship, however small they might seem.

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

e) The direct supervisor/IIP contact will notify the IIP director as soon as any issues regarding any aspect of the performance of the intern arise. If the performance issues cannot be resolved, the supervisor may terminate the internship and would inform the IIP director well in advance of this decision. The student may not terminate the internship without the prior approval of the IIP director and the supervisor. Leaving without the approval of the IIP director and the supervisor will impact the student’s ability to participate in other international programs in the future. The IIP director 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. In that case, if dates are changed, future Princeton funding will be jeopardized and the student might be requested to refund part or all of the award received.

Upon returning to Princeton

a) Complete mandatory IIP Final Evaluation Form and submit it to the International Internship Program by September 14th.

b) Participate in Post-Internship Debriefing Session (dates to be announced).

c) Comply with any additional requirements established by your funder (in most cases stipulated in your award letter).

d) Send a thank you email to your employer upon return to Princeton and cc IIP.

e) Let IIP know if at any point in time you request recommendation letters from your employer.

Print Name: __________________________________________

Signature: ___________________________________________ Date: ___________________________________________