



2022 Winter Term Internship Agreement/Code of Conduct and Assumption of Risk

To be completed by the Student

Your First Name *

Your Last Name *

Middlebury ID *

PLEASE READ CAREFULLY

Section 1: Experience/Internship Agreement

As an intern, I agree to carry out the responsibilities designated by my internship sponsor to the best of my abilities and to pursue completion of individual learning objectives. In addition, I understand and agree to the following conditions for receiving credit through Middlebury College:

- a) I will participate in any pre-departure training required by the Center for Careers and Internships (CCI) and will complete this experience/internship as described in my Handshake experience credit/funding application. I agree to notify CCI should the length of my experience/internship and/or my responsibilities change.
- b) I will fulfill the academic requirements as determined by my faculty academic sponsor and submit a final academic assignment to this faculty member. I will incorporate the academic sources listed in my application for credit in this final work.
- c) I will complete a reflection blog post on the Experiential Learning Lifecycle Hub during my experience as instructed by CCI.
- d) I will complete and/or ensure submission of the following to CCI by February 9:
 - a. Self-reflection essay and evaluation (student submits)
 - b. Supervisor evaluation (internship on-site supervisor submits)
 - c. Donor thank-you letter (if you have received a WT funding grant)
 - d. Two photographs that capture your experience uploaded to your Handshake Experience (optional)

These documents, in part or their entirety, may be made available to students, the selection committee, the award providers, College faculty, and staff.

- e) International experiences/internships: I will abide by any travel restrictions set in place by Middlebury College. If traveling, I will research and complete any necessary visa paperwork for that country, ensure that I have adequate international health insurance, complete Middlebury's travel registration and any other paperwork that may be required for travel to countries with a travel advisory.

Please note: If traveling to a country with a state department travel warning of 2 or more, I will complete additional paperwork for the Middlebury Global Operations Committee. This applies to students traveling to or already located in their home country. See FAQs at [go/WTinternships](#) for additional information.

- f) If funding is awarded, I understand that I will receive the award amount via direct deposit (unless otherwise specified). **Awarding of funding is dependent on** receipt of this agreement, the internship sponsor agreement, the academic sponsor form, and completion of the direct deposit form. I understand that I may only receive one Winter Term funding grant during my time at Middlebury. **International students:** Please note that taxes may be withheld from your grant, so the amount of your grant may be less than the amount listed in your award letter.
- g) I acknowledge that if I do not submit my self-reflection essay, evaluation, and other required paperwork by February 9, credit for the experience may be in jeopardy. Requests for extensions due to extenuating circumstances should be e-mailed to Cheryl Whitney Lower (clower@middlebury.edu).

I acknowledge that I have reviewed this section and agree to these provisions

Initial Here *

Section 2: Covid-19 Agreement to Abide by Health and Safety Protocols and Policies

I confirm that should my supervisor and I agree to an in-person internship (either fully in-person or a hybrid of in-person and remote), I will monitor and adhere to all CDC guidelines as well as evolving state, local, country, and College health and safety guidelines that relate to Covid-19. Middlebury shall not be responsible for injuries or losses arising from my negligence to follow Covid-19 health and safety measures. I also understand that if I am to be enrolled on campus for Spring term, any in-person internship must be completed in time to comply with any required quarantine before returning to Middlebury.

I acknowledge that I have reviewed this section and agree to these provisions

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Section 3: Photo and Video Release

I understand and permit the Center for Careers and Internships to use part, or all, of the photos and videos and writing in which I appear or share on the CCI Website and/or other appropriate Middlebury venues.

I acknowledge that I have reviewed this section and agree to these provisions

Initial Here *

Section 4: General Release and Covenant Not to Sue

This is a release of your legal rights. Review this section carefully and make sure you understand it before signing. Please print a copy for your records.

I desire to participate in this Activity, and I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in traveling to and from the Activity, and in any independent research or activities I undertake as part of the Activity, which dangers include, but are not limited to, serious injury, death, and property damage.

I understand that I am not required to participate in this Activity, but I want to do so, despite the known dangers, hazards, and risks. I hereby agree to abide by all rules and instructions governing this Activity. I hereby affirm that I have no health-related reasons or problems that preclude or restrict my participation in this Activity and that, if any develop prior to the start of the Activity, I agree to inform Middlebury about them prior to my being allowed to participate in the Activity.

I am not relying on Middlebury to supervise or control my participation in this Activity, or to warn me of every possible danger associated with it, and I understand that I am solely responsible for assessing my own skill and ability to participate safely in this Activity. Knowing the dangers, hazards, and risks, and in consideration for being allowed to participate, on behalf of myself, my family, estate, heirs, executors, administrators, and assigns, I hereby accept all dangers, hazards, and risks that may result from my participation in the Activity, and I hereby release Middlebury, its employees and agents, from any and all claims, suits, and expenses for loss of, or damage to, my property, and for any illness or injury to me, including my death, that may result from, or occur during, my participation in the Activity, whether caused by the negligence of Middlebury, its employees or agents, or otherwise, to the fullest extent allowed by law.

I further agree to indemnify and hold harmless Middlebury, its employees and agents, from all liability, claims, suits, and expenses that may arise out of my own negligent or intentional acts or omissions, while participating in the Activity, and I assume full responsibility for my actions.

I HAVE CAREFULLY REVIEWED THIS “GENERAL RELEASE AND COVENANT NOT TO SUE” AND I HEREBY CONFIRM MY UNDERSTANDING OF ITS CONTENTS, AND AGREE TO BE BOUND BY ITS TERMS AS A CONDITION OF MY PARTICIPATION IN THE ABOVE ACTIVITY. FURTHERMORE, I CONFIRM THAT I AM 18 YEARS OF AGE OR OLDER.

Initial Here *

If student is under the age of 18 years old, please email Cheryl Whitney Lower (clower@middlebury.edu) for an alternative form that must be signed by student's parent or legal guardian.

Section 5: Code of Conduct

Standards of Conduct

I recognize that I assume an important personal obligation to conduct myself in a manner compatible with local laws and regulations, and with Middlebury College regulations for student conduct. I promise to act responsibly and will become informed of, and will abide by, all such laws, regulations and standards. I will comply with Middlebury College's rules, standards and instructions for student behavior. I agree that Middlebury College has the right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions on me for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of Middlebury College or the Experience/Internship. I agree that if my Experience/Internship is terminated, I will be solely responsible for all expenses incurred up to the time of termination and for all expenses incurred in returning to my point of origin. I also recognize that due to the circumstances of any international internship program, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at Middlebury College do not apply.

I acknowledge that I have reviewed this section and agree to these provisions

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Section 6: IRB: The Institutional Review Board

I understand that if I am doing research that involves working with living human beings, including interviews, it is my responsibility to determine whether I need permission from the IRB before I begin. <http://go.middlebury.edu/irb>.

I acknowledge that I have reviewed this section and agree to these provisions

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Section 7: Funding Agreement

Students planning to participate in a for-credit internship who receive financial aid or aid from other scholar programs, e.g. Posse, College Match, etc, and have expenses related to the internship are eligible to apply for a \$1500 Winter Internship Grant. Grants will be awarded on a first-come, first-served basis to eligible students who have submitted all paperwork and whose applications for credit are approved. Students may only be granted one Winter Term grant during their time at Middlebury.

I am eligible and plan to apply for a \$1500 Winter Internship Funding grant (please check appropriate box)

Yes

No

If yes, I understand that I must complete the internship and all required paperwork and academic assignments. Failure to complete all requirements will result in the full amount of the grant being charged to the student's account.

If I am international student, I understand that taxes may be withheld from the full amount of the grant so the amount may be less than \$1500. Click [here](#) for additional information.

I acknowledge that I have reviewed this section and agree to these provisions

(write n/a if you are not applying for funding)

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Final Review

1. Please double-check that you have completed all 7 sections.
2. Save this Agreement to your computer.
3. Attach this **Winter Term Internship Agreement/Assumption of Risk and Code of Conduct form** to your Experience in Handshake. Label the document *YourLastName_InternshipAgreement*.