



Statement of Responsibility:

Please read carefully the following statement and then sign it

As a condition of my agreement to undertake an internship with _____, I accept the responsibility to work during the hours scheduled, to dress appropriately for the position, to behave in a considerate manner at all times, and to inform my on-the-job supervisor in advance if I will be absent or late. I further agree to inform the IES internship coordinator of any changes in my position, or of any change in the identity of my on-the-job supervisor.

I understand that should I become sick or for some other reason cannot work at the host site as scheduled, I must notify my supervisor in advance. I also understand that any unexcused absences at the worksite will result in the lowering of my final grade.

Date:

Students name:

Signature