



## Intern Responsibilities Agreement

The following contains information about the Internship Program at Chapman University and the responsibilities you have as a student intern. Please read carefully.

### Terms of Participation

**Deadlines.** I understand it is my responsibility to complete all components of the online Internship Application by the deadlines published on the [Academic Calendar](#) and that it is my responsibility to know these dates. This includes being responsible for my Performance Evaluation and [Timesheet](#), as well as for completing the academic component assigned by my faculty advisor by the [deadlines](#).

**Intern Hours.** I understand I will receive a No Pass or Failing grade if I do not work the number of hours necessary to receive the number of credits for which I have registered (20 hours for each 0.5 credits registered). I may not start counting the hours I have worked toward my internship until the first day of the academic term, and my hours must be completed before the last day of instruction for the term as posted on the [Academic Calendar](#).

**Limitation of Credit.** I understand that only 12.0 credits of experiential learning credit, including internship credits, may be applied to an undergraduate degree, per the [Limitation of Credit](#) policy.

**Repeated Internship Experiences.** I understand that I may only complete 6.0 credits of internship credit with the same site, and that from semester to semester my responsibilities must significantly differ.

**Supervisor Eligibility.** I understand that internship work cannot be supervised by a close family relation or current Chapman student.

**International Internships.** I understand that the Internship Program approves only domestic internships for credit. International internships for credit must be on the approved list provided by the Center for Global Education. I can find further information in the [Academic Catalog](#).

**Petitions.** I understand that if I wish to increase or decrease the number of credits earned for an internship after the deadline, as posted on the [Academic Calendar](#), or add an internship past the deadline, I will have to submit a petition before the end of the term. No retroactive internship credit may be awarded for hours worked outside the term, and petitions for retroactive credit will not be approved.

**Open Communication.** I will notify my Internship Faculty Advisor and the [Internship Coordinator](#) of changes in internship and/or site supervisor status or enrollment and if any difficulties are experienced with the internship site or site supervisor.

**Course Cost.** I understand that all add/drop and tuition rates apply, including overload, part-time, interterm and summer tuition policies. For tuition rates, I can view the [Tuition & Fee Information page](#). Contact the Student Business Services Office for billing questions at (714) 997-6617 or [ocbusn@chapman.edu](mailto:ocbusn@chapman.edu). (*Note: Summer Internships are subject to Tuition Charges-Click Link above*)

**Conduct.** I will uphold all policies as stated in [Student Conduct](#) and the [Academic Catalog](#); abide by all local, state, and federal rules, laws and regulations.

**Employer Expectations.** I will comply with the employer's rules and regulations; report for work on time; complete assignments competently; maintain a professional attitude and appearance.

**Professional Guidelines.** I understand that if I am working with minors (youth under the age of 18) or clients with a disability, I may be required to follow the professional guidelines established by the internship site. I will check with my site for full company policies.

**Paid and Unpaid Internships.** I understand that I can earn academic credit for paid AND unpaid internships. I understand that if my internship is unpaid, it must comply with the [Department of Labor's Criteria](#) regarding eligibility for an unpaid internship.

*This form serves as a printable copy of the Student Intern's completed  
Step 1: Intern Responsibilities Agreement. Please keep a copy for your records.*



## Intern Responsibilities Agreement

### Waiver of Liability

I release, waive, discharge, and covenant not to sue Chapman University, its governing board, officers, directors, agents, and employees (collectively "Chapman") from and against any and all damages, claims, costs or expenses of any nature whatsoever arising out of my participation in the Program, including but not limited to physical or mental injury (including death), social and economic loss, property damage or loss, hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines, and penalties of any nature whatsoever arising out of my participation in the Program. I Verify that I have read and understood the Waiver of Liability provision by checking the box here:

Completion Date

Student Name

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