

# ***Student Responsibility Statement For PAID Internships***



## ***School of Hotel and Restaurant Management***

This Acknowledgment is made by the student identified below to acknowledge certain duties and responsibilities with regard to his/her participation in an internship experience at the facility where the internship/externship experience takes place ("Company").

### **DUTIES AND RESPONSIBILITIES OF STUDENT**

1. The student will comply with all applicable policies, procedures, and rules of Company. The student also will comply with all applicable federal laws and policies.
2. The student will participate in orientation, professional development, training courses or skill training as required by Company.
3. The student will demonstrate professional behavior appropriate to the environment, including adhering to professional dress code.
4. The student will at all times conduct himself/herself, both at the Company and outside normal business hours, in a personally and professionally ethical manner.
5. The student will make appropriate arrangements for transportation and housing, if necessary, and be responsible for all travel and living expenses incurred in relation to the internship.
6. The student understands and agrees that his/her participation for academic credit is related to his/her performance in the 208 or 408 courses and to his/her success in the internship. The student shall not receive compensation or benefits from University, other than academic credit.
7. The student will conform to the work schedule of Company, and make up time and work missed during unavoidable illnesses.
8. The student will fulfill the academic component of the program by completing all required academic assignments as outlined in the HRM Fieldwork Experience 208 or 408 course pack and Bb-Learn online. If the student loses the internship for any reason, the student will fail the 208 or 408 course.

**I HAVE READ AND UNDERSTAND THIS ACKNOWLEDGMENT AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS:**

Student Name: \_\_\_\_\_  
(Please type or print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_