**Program Organizational Agreement**

**Page 1** of this document should be read and signed by both student and host organization.

**Page 2** of this document should be filled out by the student and the host organization OR the host organization may send a letter confirming the terms of the internship by separate cover.

Submit this documentation to the Gephardt Institute by 5pm, April 3rd along with other application materials to: Gephardt Institute for Civic and Community Engagement, Attn: Goldman Fellows, Campus Box 1059, One Brookings Drive, St. Louis, MO 63130 or FAX: 314-935-8363 or via email to timothy.dugan@wustl.edu.

*Washington University in St. Louis values substantive opportunities for student learning that promote meaningful community engagement. We provide stipends to support experiences that will enrich students, organizations, and communities.*

***Student’s Role:***

* Be aware of the organization’s needs and provide assistance where and when needed.
* Adhere to organizational rules and procedures, including confidentiality of information.
* Reflect upon and periodically re-evaluate the experience keeping in mind the goals of all parties involved.
* Operate with integrity and professionalism at all times; which includes being punctual, meeting deadlines and being open to supervision and feedback which will facilitate learning and personal growth.
* Write a short reflective essay and submit photos of the internship or service.
* Participate in program retreat and meetings, as well as other events organized by the Gephardt Institute including:
	+ Tuesday, June 6: Goldman Fellows Retreat, 10:00am
	+ Wednesday, June 14: Campus Dinner and Reflection, 6:00pm
	+ Wednesday, June 21: Campus Dinner and Reflection, 6:00pm
	+ Week of June 20-24: Social Excursion, time tbd
	+ Wednesday, June 28: Neighborhood Excursion, 6:00pm
	+ Week of July 3-7: Social Excursion, time tbd
	+ Wednesday, July 12: Campus Dinner and Reflection, 6:00pm
	+ Week of July 18-22: Social Excursion, time tbd
	+ Wednesday, July 26: Neighborhood Excursion, 6:00pm
	+ Wednesday, August 2: Final Campus Dinner and Reflection, 6:00pm
	+ October: Neighborhood Excursion, 6:00pm
	+ November: Reunion dinner with supervisors

***Organization Role:***

* Offer opportunities that are significant and/or challenging to the students, and address organizational goals.
* Provide training, supervision, feedback, resources and sufficient information about the organization to aid in intern’s success.
* Meet with Gephardt Institute staff for a mid-internship site visit.
* Participate in the evaluation process and provide feedback to the Gephardt Institute regarding the program.
* Attend a kick off breakfast on Friday, May 12 at 8:30am, and an end of program dinner in November.

I have read and understand my role as outlined in this document and commit to fulfilling my part of this agreement.

 STUDENT SIGNATURE AND DATE ORG. REPRESENTATIVE SIGNATURE AND DATE

**Program Organizational Agreement**

**STUDENT SECTION:**

Name: Semester/Year:

Approximate Start Date: Approximate End Date:

Please state your goals related to the internship or service placement:

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| 1. |  |
| 2. |  |
| 3. |  |

**HOST ORGANIZATION SECTION:**

Organization Name:

Supervisor Name and Title:

Please list projects/initiatives that this student intern/volunteer will support:

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| 1. |  |
| 2. |  |
| 3. |  |

Please list anticipated responsibilities/tasks that will be assigned to student (we understand that the host organization may change these according to need).

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