Goldman Fellows Program Organizational Agreement

**Pages 1-2:** Both student and host organization should read and sign.

**Page 3:** Student and host organization should complete together.

Applicants should submit this document with other application materials by Friday, April 6, at 5pm to the Gephartd Institute for Civic and Community Engagement, Campus Box 1059, One Brookings Drive, St. Louis, MO 63130 or FAX: 314-935-8363 or via email to timothy.dugan@wustl.edu. Late applications are not accepted.

*Washington University values substantive opportunities for student learning that promote meaningful community engagement. This program supports experiences that will enrich students, organizations, and communities.*

**Student’s Role:**

- Be aware of and support the organization’s needs and priorities.
- 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, communicating effectively, and being open to feedback which will facilitate learning and personal growth.
- Participate in all Goldman Fellow programming, including:
  - Tuesday, April 24: Spring Training and Meeting on campus, 4-7pm
  - Wednesday, June 6: Goldman Fellows Retreat, 10am-6pm
  - Saturday, June 9 – Sunday, June 10: Goldman Fellows 10 Year Event, time TBD
  - Wednesday, June 13: Campus Reflection and Discussion, 3-5pm
  - Wednesday, June 20: Neighborhood Excursion, 3-8pm
  - Wednesday, June 27: Campus Reflection and Discussion, 3-5pm
    - Social Excursion, 5-8pm
  - Wednesday, July 11: Neighborhood Excursion, 3-8pm
  - Wednesday, July 18: Campus Reflection and Discussion, 3-5pm
    - Social Excursion this week, 5-8pm
  - Wednesday, July 25: Neighborhood Excursion, 3-8pm
  - Wednesday, August 1: Final Campus Reflection and Discussion, 3-6pm
    - Social Excursion, 6-10pm
  - October: Neighborhood Excursion, date and time TBD
  - November: Reunion dinner, date and time TBD
**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.
- Engage with Gephardt Institute staff during May kickoff breakfast, mid-internship site visit, and reunion dinner in November. Communicate successes and challenges and utilize Gephardt as a partner as needed.
- Participate in an evaluation process and provide feedback to the Gephardt Institute about the program.

I HAVE READ AND UNDERSTAND MY ROLE AS OUTLINED IN THIS DOCUMENT. I WILL FULFILL MY PART OF THIS AGREEMENT.

______________________________   ______________________________
STUDENT SIGNATURE & DATE   ORG. REPRESENTATIVE SIGNATURE & DATE
Program Organizational Agreement

Student Name: ___________________________  Semester/Year: ___________________________

Approximate Start Date: ___________________  Approximate End Date: ___________________

Internship hours/week and weekly schedule: ____________________________________________

Host Organization Name: ____________________________________________________________

Supervisor Name and Title: ___________________________________________________________

I. Please list anticipated responsibilities/tasks that will be assigned to the student (we understand that these may change based on the host organization’s needs):

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

4. __________________________________________________________

5. __________________________________________________________

II. Please state how the student will grow as a professional and an engaged citizen through this internship:

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

III. Please list how the student will support the organization’s mission and positively impact St. Louis:

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________