



# UNIVERSITY OF MARYLAND

Adele H. Stamp Student Union

3100 Stamp Student Union  
College Park, MD 20742  
301.314.8508 TEL 301.314.7026 FAX  
<http://thestamp.umd.edu>

## Internship Agreement

To be completed by the intern and supervisor on or before first day of internship.

Name: \_\_\_\_\_ UID: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street Address Apt. No.

City State Zip Code

Local Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street Address Apt. No.

City State Zip Code

Student's Academic Status: \_\_\_ Freshmen \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Graduate

Semester of Internship: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Year

Current GPA: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Stamp Unit: \_\_\_\_\_

Intern Supervisor: \_\_\_\_\_  
Name

Official Title

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Weeks per Semester: \_\_\_\_\_ (15 or 16 is typical)

Number of Hours per Week: \_\_\_\_\_ (8-10 is typical)

Student's Contract Period is from: \_\_\_\_\_ to \_\_\_\_\_  
Start Date End Date

Hourly Wage (or stipend): \$ \_\_\_\_\_ (if applicable\*)

\*Indicate Pay schedule if paid via stipend/non-standard pay (approximately 2 payments allowed per semester)

Career Fit (to be completed by student)

Students are advised to select internships that allow exposure to future career fields of interest. Briefly describe how this internship fits with your personal career goals. If you are choosing an internship in a unit in which you have already worked or volunteered, you should use this section to justify how your duties will be expanded to allow for the development of new skills and exposure to new experiences.

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Supervision (to be completed by supervisor)

Please detail the manner in which the student intern will be supervised (i.e. who will supervise the intern, what type of on-site training will be provided, how the supervision will be structured (individual or group, ongoing or specific hours/days), will planning sessions be conducted, etc.):

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Professional Learning Goals (to be completed by both student and supervisor)

In addition to meeting site needs, internships are expected to provide opportunities for the student intern to develop professionally. Please provide three areas in which the intern is seeking to expand his/her professional skills and aptitudes. Also provide a corresponding internship initiative, responsibility, or project through which the student intern will expand his/her skills and experiences.

Student Learning Goal	Internship Initiative, responsibility, project
1.	
2.	
3.	
4.	
5.	

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We, the undersigned, understand the purposes and procedures involved in the internship relationship and agree to abide by the position details specified above. We agree to be available for any special meetings at the University, if necessary.

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Student Signature

Date

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Supervisor Signature

Date



**ADELE H. STAMP**  
STUDENT UNION

*Center for Campus Life*

As a student of the University of Maryland College Park, you have agreed to abide by the policies set in forth in the Code of Student Conduct. As an employee of the Adele H. Stamp Student Union, we hold you to these standards of conduct set forth by the University. Students who are found to have violated the University's Code of Student Conduct may be held accountable for their actions and reprimanded at a level appropriate to the infraction.

The University of Maryland policies can be found at: <http://osc.umd.edu/OSC/StudentsInfo.aspx>.

Acknowledgement of receipt of this policy:

Check One: Undergraduate Graduate

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Name (Printed)

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Date

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Signature



## Statement of Expectations for Confidential Information The Adele H. Stamp Student Union – Center for Campus Life

Information to which University of Maryland, College Park employees might have access in order to perform duties may be considered confidential and protected by University policy and/or federal and Maryland law. This statement sets forth minimum expectations for employee access to and use of confidential information.

To fulfill the duties and responsibilities of employment, employees may need to access personally identifiable information of students, prospective students, employees, campus affiliates, alumni/ae, donors, or guests which is confidential in nature. Such information may include, but is not limited to:

- Social Security number, University Identification Number
- Admission, academic, and other educational records
- Job applicant records (names, transcripts, etc.)
- Employment and payroll records
- Usernames, passwords, "secret questions and answers" or other ID/password combinations for applications that contain or use personally identifiable information
- Credit card, debit card or credit-related information
- Bank account information
- Driver's license number
- Passport number
- Photographic image or picture
- Physical or mental health or personal affairs.

This confidential information may take the form of documents, files, data, notes, records, electronic materials or oral information. The university has a legal and ethical responsibility to protect confidential information and to safeguard the privacy of personally identifiable information.

Please be advised that:

1. Personally identifiable information contained in student education records (any record containing information directly related to a student) is deemed confidential. Disclosure of information contained in such records is prohibited except as permitted by the Family Educational Rights and Privacy Act (FERPA) and by the university's "Policy on Disclosure of Student Records."
2. Personally identifiable information contained in employment or affiliate records (any record containing information directly related to a University employee) is deemed confidential. Disclosure of information contained in such records is prohibited except in accordance with federal and state law. Guidance for any such disclosure should be in consultation with the employee's supervisor, University Human Resources, and/or Office of General Counsel.
3. Contractual, financial, and business process information is deemed confidential and cannot be disclosed unless authorized in advance by the employee's supervisor or department director.

4. Accessing or seeking to gain access to personally identifiable information, except in the course of fulfilling the employee's job responsibilities, is prohibited.
5. Disclosing, using, and/or altering any such information without proper authorization is also prohibited.
6. Any request by the media to provide personally identifiable, confidential, or sensitive information on behalf of Stamp or the University must be directed to Stamp Marketing. All immediate concerns can be directed to the Information Desk who will notify the administrative staff responsible for responding.

If I have any questions regarding access, use, or disclosure of confidential University information I understand that it is my responsibility to consult with my supervisor or department director. Further, I will not, at any time either during or after my employment, make unauthorized disclosures of confidential University information.

Failure to meet expectations regarding confidentiality as outlined in this Acknowledgement may result in disciplinary action in accordance with University policies and procedures, State and federal laws and applicable collective bargaining agreements up to and including dismissal. Employees with access to confidential information may also be subject to criminal penalties for the unauthorized access, use and/or disclosure of such information.

By my signature below, I acknowledge receipt of the "Statement of Expectations for Confidential Information," have read and understand its contents. Further, I understand this signed acknowledgement will be maintained in my personnel file.

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Employee Signature

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Employee Name

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Date