

CONTRACT OF PARTICIPATION
IRISH INTERNSHIP PROGRAMME | SUMMER 2016
RESEARCH & IMMERSION

WHEREAS, the sponsoring departments and partner agencies on campus and in Dublin have expended time and effort in developing a challenging internship which will benefit their particular student participant, the local community and the entire Notre Dame family; and,

WHEREAS, each student is provided roundtrip airfare (up to \$1,500) from their home state (place of permanent residency) to Dublin and back to their home state (fees, transportation, and hotel as a result of flight changes or missing connections; baggage fees; difference in airfare travel; local/within site country travel; and extraneous travel are the expense of the students); and,

WHEREAS, each student's housing/lodging will be provided and paid for, and the student will receive an allowance for food/living expenses while in Dublin; and,

WHEREAS, site partners in Dublin agree to participate in this unique Programme in order to help students learn to integrate into chosen professional /academic careers and lifestyles and count on the student's participation; and,

WHEREAS, the University of Notre Dame's Keough Naughton Notre Dame Centre and sponsoring departments identify and invite the most capable and dedicated students to represent the University, site partner organizations, and also provide the preparation and follow-up to insure a well-integrated experience; and

WHEREAS, each student selected for the Programme has displaced another student applicant, and cannot be replaced once the Programme has commenced;

I _____ formally commit to serving ten weeks as a Dublin intern in the agreed-upon placement in Dublin and to completion of the requirements listed below.

I understand that my acceptance into the Programme and deployment is contingent upon satisfying the proper health and background checks that are required by the University of Notre Dame.

I understand that the Programme has the sole discretion, at any time, to cancel my site placement, not deploy me, or withdraw me should international situations warrant and my safety or the safety of site partners be compromised.

I consider it an obligation to fulfill all of the requirements of the Irish Internship Programme thereby justifying the trust that has been placed in me by all parties involved in planning and executing the Programme.

I understand that withdrawal of my participation from the Programme will result in my reimbursing the University for travel tickets purchased that have been reserved solely for my use.

I understand that I must inform the Keough Naughton Notre Dame Centre of any and all travel outside of Dublin while based in Dublin, whether research/internship related or personal, and that the University may place restrictions on my travel, including on times, destinations, and types of transportation. I understand that I may not rent a car or contribute funds for another student to rent a car while on the internship programme.

I understand that both my report /reflection paper and my photograph may be used to share my experience with persons outside the institute. If I wish to deny this permission (or withdraw it in the future), I agree to notify the Keough Naughton Notre Dame Centre of such in writing). I further agree to consider future requests from the Keough Naughton Notre Dame Centre to share my experience at organized events or institute functions.

Summary of Requirements for Dublin Interns

- Participate fully in all required orientation and preparation activities, on campus and in Dublin.
- Complete Section A of the Health Questionnaire, and make an appointment with a health care provider to complete Section B and submit the completed Questionnaire to the Keough Naughton Notre Dame Centre by 1 May. Stipend cannot be paid until this form is submitted.
- Formulate with Internship Coordinator a thorough preparation for immersion in to host organization/ proposal for research in collaboration with the host organization.
- Submit research proposal in timely manner to the campus Internal Review Board for approval. (Research placements only) acknowledging that all research involving human subjects must be reviewed and approved by the Human Subjects Institutional Review Board (HSIRB) before human subjects may be involved. I must go to www.citiprogramme.org and complete the online training for minimal research prior to submitting a proposal.
- Work the agreed-upon hours in the organization and practice professional communication skills while serving the needs of the organization.
- Present summary of findings at end-of-internship event in Dublin.
- Submit research to the organization in agreed-up on format at end of summer internship. (Research placements only) Submit copy to Internship Coordinator.
- Submit final report /reflection paper, summarizing internship experience to Internship Coordinator.
- Participate fully in evaluation and follow up discussions.
- Aid in recruitment of new Interns for future years.
- Aid in on-campus orientation sessions as alum of the Irish Internship Programme.
- In addition, note that this award is taxable in accordance with United States tax law. Please review the enclosed tax letter for more details.

I, _____ verify that I am in good academic standing at the University of Notre Dame and I am not on academic probation. My current GPA is: _____

I have read and understood the above agreement and agree to all the terms herein stated.

Student Signature

Date

As an official representative of the University of Notre Dame, I hereby accept and confirm _____'s commitment to represent the University in the Dublin.

Staff Signature

Date