



GSHS 4920

Internship

Handbook

Guidelines and Paperwork for Internship
Global Studies
College of Human Sciences
Auburn University

NOTE: The following pages are in line with Auburn University's College of Human Sciences Internship Programs and verbiage is consistent across multiple program handbooks.

RATIONALE

This initiative is based upon the principle of co-operative education, which refers to a method used by a wide variety of educational institutions to combine theoretical knowledge and related practical experience with the support and commitment of industry, commerce, and government. Experiential learning initiatives such as the co-operative internship program being instituted have been linked to improvements in the quality of the overall learning experience.

In addition, the internship experience should be a very valuable and enjoyable part of the Program. Apart from gaining insight into the industry and being able to relate theory to practice, the relationships developed during this time can be very beneficial influence in terms of long-term career opportunities. It is generally accepted that students adopting a very positive attitude towards their internship experience derive maximum benefit. Employers are more helpful, cooperative, and show a greater interest in students who display initiative and enthusiasm.

ELIGIBILITY

Participation in the program is required and is designed to offer students an opportunity to gain invaluable industry experience as well as add value to their final degree qualification and ultimately improve their employment potential. In order to be eligible to enroll in the course students must:

- Be a GSHS major
- completed and earned a grade of C or better in all 3000 and higher-level GSHS Major Core classes
- have a minimum 2.25 GPA

PREPARATION FOR THE INTERNSHIP PROGRAM

Steps to an approved internship include:

- During the first semester of your junior year, meet with the GSHS lecturer in 334 Spidle Hall to discuss tentative plans for internship, including your internship interest area, your progress in meeting course prerequisites, and to develop a timeline for completing the requirements.
- Meet with a College of Human Sciences Academic Advisor in 328 Spidle Hall to complete a Graduation Check.
- A week prior to the start date of your internship, turn in your Internship Application and a copy of your Graduation Check to the GSHS lecturer.
- Your internship placement must have a global focus. Internships outside of Alabama and within the U.S. must be on the list of states approved by Auburn University. Internships can be completed internationally, but placements in any location that is determined by the U.S. Department of State to be a travel warning country will not be approved http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. All students completing an international internship must register with the Office of International Education.
- Before you reach a final agreement with an agency about your internship, meet with or email the GSHS lecturer to discuss approval of the placement.

OBJECTIVES

Student Objectives:

- Learn about the agency, its mission, procedures, staff and clients
 - Acquire knowledge of and experience in professional practice
 - Observe and learn from the experiences of the staff
 - Increase understanding of the needs of the population served
 - Benefit the agency, its programs and clients served
 - Enhance professional opportunities
 - Increase global awareness and understanding of the global engagement of the agency
- Formulate concrete professional goals and a well-defined code of ethics

Methods of Reaching Objectives:

- Participate in an agency orientation and receive any necessary training
- Consult with the course instructor and agency supervisor, as needed
- Demonstrate professional behavior and a strong work ethic in all aspects of the internship experience
- Work the assigned number of hours with the agency.
- Function as a support staff member providing assistance in any area of the program where learning and service take place
- Relate on a one-to-one basis with staff and clients served by the agency

ASSESSMENTS AND ASSIGNMENTS

Internship Evaluations

The GSHS evaluation forms will serve as the basis for appraising the intern's on-site performance. At the midpoint and conclusion of the internship, both you and your internship advisor will evaluate your work, professionalism, and the success or failure of the experience. The initial evaluation should be submitted to your internship advisor at mid-semester. The final evaluation should be submitted during the last week of the semester. The intern should have their portion of the evaluation completed prior to the meeting.

Interview Assignment

Conduct interviews with at least 4 employees who occupy key positions and/or work in different functional areas of the organization. In a small organization, you may interview professionals in related organizations and/or community partners who work alongside the organization. The objective of this assignment is to introduce you to varied functions, perspectives, and approaches within the organization. Interviews should be done face to face (video conferencing permitted, but NO EMAIL INTERVIEWS). Begin interviews early in your internship and aim to finish them around the mid-point of your internship. For each interview, submit a written assessment (approximately 1 page) with your major take aways from the interview. Include the person's name, title/position, organization, and date of the interview.

At the conclusion of all your interviews, complete an overall summary (approximately 1 page) of the 4 interviews where you speak to your impressions of

the organization(s), any themes that emerged from the process, and any thoughts you have on how these interviews impact your future career goals.

Reflective Paper or Reflective Project

At the mid-point of the internship, you will propose to complete a reflective paper OR reflective project of the experience. This assignment will be highly individualized and mainly driven by the desire and creativity of the student. Email the instructor at the mid-point of your internship to arrange a call to discuss your ideas and formalize your project proposal.

Time and Activity Log

- Beginning with the first day of your internship and each day thereafter, you are required to keep a typewritten log of your time spent at the internship site. Each daily log entry should include the exact times you were involved in internship-related activities. (Example provided on Canvas)
- You should also include a brief reflection on your day. The reflection component of the log is designed to help you learn from your daily experiences. It provides an opportunity to stop and think in the midst of a busy schedule. Your reflection only needs to be a few sentences. Identify any new knowledge or skills you gained, and any ways you grew professionally through the experience. You must have your site supervisor sign your log to verify your reported hours.

INTERNSHIP DOS AND DON'TS

First impressions count in a new job, so it's important to make sure they're positive. Here is some advice from Peggy Schmidt, author of *Making It On Your First Job: When You're Young, Inexperienced and Ambitious* (Avon Books):

- **DON'T** be shy about introducing yourself to everyone in your department or firm (also the firm's customers and suppliers). Having people call you by name makes you feel like you belong and also speeds your "absorption" into the company. Co-workers will feel you've been there longer and will treat you that way.
- **DO** take notes on your basic responsibilities and general office procedures and people's names. This saves you from having to ask again and again how to do your duties.
- **DO** keep busy. Even if you have no specific assignment yet, resist the urge to pull out a magazine or to just sit and chat. Instead, leaf through catalogs, familiarize yourself with forms or where things go, straighten samples and catalogs, even dust shelves. This shows your boss (supervisor) and others that you're making an attempt to learn as much about the firm as you can and to be as productive as possible.
- **DO** come into the office early and stay late. Even if you don't have anything specific to do, you will look willing and able to work. In addition, you may pick up informal information about the inner workings of the company.
- **DON'T** let your work area get messy. Your boss and co-workers don't know you yet and will make assumptions based on your behavior and habits. Messiness implies disorganization and hints that you might find the work overwhelming.

INTERNSHIP TIPS

The intern who best represents themselves, the Office of Global Education, and Auburn University:

- Shows a high level of initiative and industriousness.
- Manages time wisely.
- Adapts readily to routines and changes in the work setting.
- Is willing to work around obstacles and eliminate the habit of "excuses".
- Demonstrates the ability to think independently, use good judgment, and make wise decisions.
- Is open to trying new methods and learning new concepts.
- Understands the philosophy of the company for which they are interning and tries to reflect that philosophy in a positive way.
- Exhibits a positive attitude toward their job and the people with whom they work.
- Maintains high quality interpersonal relationships with customers and staff.
- Realizes that they are a representative of the company/business for which they are interning.
- Is able to communicate clearly both in written and verbal forms.
- Does not procrastinate on things such as writing thank you notes to people who helped in anyway regarding the internship or related endeavors.
- Accepts constructive criticism with a positive "frame of mind", realizing it often provides an opportunity for personal and professional growth.



GSHS 4920

Global Studies Internship

(12 Credit Hours)

COURSE INFORMATION

Instructor	Kate Thornton, Ph.D.
Email	kate.thornton@auburn.edu
Office	334 Spidle Hall
Office Hours	As needed. Email to set up an appointment.

COURSE DESCRIPTION

This is an internship course for students majoring in Global Studies in Human Sciences.

GOALS AND LEARNING OUTCOMES

Students completing this course will:

- Understand previous course content in a real-world working environment
- Learn to apply critical thinking skills in addressing problems within an organization and deepen their understanding that solving global issues requires multidisciplinary teams
- Develop and begin to demonstrate:
 - i. Communication skills that can engage individuals and communities related to the organization
 - ii. Professional skills that will facilitate future job opportunities in organizations with a global focus
 - iii. The capacity to think and act as a global citizen
 - iv. Gain professional experience in a globally focused organization

CLASS FORMAT

This course will consist of 1 pre-internship meeting with the internship supervisor as well as meetings with potential internship sites. In addition to the 440-hour internship experience, students will complete a reflective writing and/or project, complete organization interviews, read the course book and participate in the book discussion, complete internship evaluations, and maintain a time and activity log.

POLICIES AND PROCEDURES

GSHS 4920 Evaluation

Assignment	Number	Points for Each	% Final Grade
Time and activity log (includes 440 hours)	1	500	50%
Organizational interviews (4) and interview summary (1)	5	20 each	10%
Internship evaluations	2	25 each	5%
Reflective paper or reflective project (must be pre-approved)	1	250	25%
Student spotlight	1	50	5%
Range book reflection and discussion	1	50	5%

GRADING

A	900—1000 points	90.0% or higher
B	800—899 points	80-89%
C	700—799 points	70-79%
D	600—699 points	60-69%
F	Below 600 points	Below 60%

NOTE: Averages .50 or higher will be rounded up to the next whole number. Averages less than .50 will NOT be rounded up.

GRADING EXPLANATION

Once final grades have been determined, **NO EXCEPTIONS** will be made for students who fall below the cutoff point and request special treatment to have their grade “bumped up.” Remember, the time to discuss any problems you are having with the course and/or the grades you’ve received is **BEFORE** the last day of class, not after!

CONDUCT AND COMMUNICATION

Follow the guidelines given during the pre-internship meeting. E-mail is the official communication for this class. I will only direct e-mail to your Auburn account—no Hotmail, Gmail, Yahoo, etc. It is your responsibility to check it regularly or redirect your Auburn account to the address of your choosing.

Email etiquette is an important skill to develop for your professional career, as it is the primary method of communication in most industries. When communicating with instructors, advisors, internship coordinators, etc., you should adopt a more formal tone and format than you would when texting or messaging. Subject lines should be short and useful for quickly identifying the topic of the email. Use complete sentences and proper grammar, avoiding common text acronyms or slang words. A well written email can substantially improve first impressions of potential employers and references.

INTERACTION WITH INSTRUCTOR

I am happy to set up an appointment to meet with you at a mutually convenient time. E-mail me to make an appointment. Please note that due to other commitments, I cannot guarantee I will be able to spend time with you if you just “drop by” my office. **Remember, if you are having a problem with the material, an assignment, etc., it’s best to discuss this with me before it’s too late to do anything about it (i.e. after the due date).**

ASSIGNMENTS & PAPERS

The assignments and papers are due at the conclusion of the internship and can be submitted via email or in person. **Save all graded projects.** In the (unlikely) event a mistake was made in recording grades, you will need to produce them as evidence of submission.

EMERGENCY CONTINGENCY STATEMENT

If normal internship activities are disrupted due to illness, emergency, or crisis, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

ACADEMIC HONESTY

There is **ZERO TOLERANCE** for cheating, and all students caught cheating will be reported to the AU Academic Honesty Committee with the recommendation of an “F” for the course. If there is an infraction, I will collect your assignment, and you will receive a “0” on the project.

ALL PORTIONS OF THE AUBURN UNIVERSITY HONESTY CODE WILL APPLY IN THIS CLASS. (<https://www.auburn.edu/academic/provost/academic-honesty/>)

Violations of the Auburn University Honesty Code will be reported to the Academic Honesty Committee. I will not accept plagiarized work. Plagiarism is defined as “taking and using (ideas, passages, etc.) from [another’s work], and representing them as one’s own.” (Webster, 1998). I will not tolerate (1) copy and pasting information verbatim from websites (and other sources) into papers and assignments. (2) Submitting assignments and papers that are identical or very similar to other students in this course, this term, or previous terms. Please know claiming ignorance of issues of academic honesty does not constitute an acceptable excuse for an academic honesty offense. If I determine you have plagiarized your work, you will receive a “0” on the assignment or paper and/or will be reported to the Academic Honesty Committee and/or be recommended for an “F” in the course with the transcript notation “assigned for academic dishonesty.” The Academic Honesty Committee may also recommend you for suspension and/or expulsion from the University depending on the severity of the charge. These actions also apply in cases where I catch you cheating, forging excuses, or performing some other act of academic dishonesty or cheating.

STUDENTS WITH DISABILITIES

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual

appointment with the instructor during the first week of classes – or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 334-844-2096 (V/TT). Accommodations will not be granted retroactively.

MENTAL HEALTH

If you are experiencing stress that feels unmanageable (personal or academic) during the semester, Auburn University's Student Counseling & Psychological Services (SCPS) offers a variety of services to support you. The mission of SCPS is to provide comprehensive preventative and clinical mental health services to enhance the psychological well-being of individual students, as well as the broader campus culture. As an instructor, I am available to speak with you regarding stresses related to your work in this course, and I can assist in connecting you with the SCPS network of care. You can schedule an appointment yourself with the SCPS by calling (334)844-5123 or by stopping by their offices on the bottom floor of Haley Center or the second floor of the Auburn University Medical Clinic.

If you or someone you know needs to speak with a professional counselor immediately, the SCPS offers counseling during both summer term as well as the traditional academic year. Students may come directly to the SCPS and be seen by the counselor on call, or you may call 334.844.5123 to speak with someone. Additional information can be found at <http://wp.auburn.edu/scs>.

MILLER WRITING CENTER

The Miller Writing Center (MWC) is located on the second floor of the RBD Library. Our mission is to help you become a better writer and communicator. As a welcoming space, we value the perspectives and experiences you bring to your writing. We offer free, one-on-one appointments to anyone at Auburn University in both face-to-face and online formats. Our staff of undergraduate and graduate peer consultants can help you with any kind of writing, at any point in the writing process. To learn more about our hours and how to make an appointment, please visit our website [<https://www.auburn.edu/academic/provost/university-writing/miller-writing-center/index.php>].

AUBURN CARES

Many students experience difficulties during college, either due to academic or personal reasons. Common stressors include medical, mental health, personal or family crisis, illness, or injury. These life events can interfere with a student's ability to attain their goals, both inside and outside the classroom.

Any student who experiences personal challenges (including medical or mental health issues, crisis/emergency, securing food or housing) and believes this may affect their performance in the course is urged to contact Auburn Cares for support at (334) 844-1305, auburncares@auburn.edu, or www.auburn.edu/auburncares.

Services Offered

- Assess the needs of students experiencing a crisis or emergency
- Help students connect with campus and/or community resources
- Provide emotional support to students with mental health issues
- Support students during times of sickness or injury
- Assist students during times of financial difficulty
- Support students experiencing food insecurity
- Work with students to solve problems and develop self-advocacy skills
- Assist students and their families in navigating the medical and/or compassionate withdrawal process
- Honor enrolled students who pass away

FINAL THOUGHTS

This syllabus is a tentative outline for the course. I will make reasonable effort to adhere to the course schedule, but I reserve the right to alter the calendar as circumstances dictate. All changes will be announced via email. Please don't hesitate to ask questions in class, in person, or by e-mail. Good luck and enjoy the class!

**GSHS 4920 MIDTERM INTERN EVALUATION
 GLOBAL STUDIES IN HUMAN SCIENCES
 OFFICE OF GLOBAL EDUCATION
 College of Human Sciences, Auburn University**

Name of Intern _____ Date of Evaluation _____

Please rate this intern on the following attributes:

	Poor	Fair	Good	Very Good	Excellent
<u>Personal Characteristics Within the Workplace</u>					
Initiative	_____	_____	_____	_____	_____
Resourcefulness	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Performance under stress	_____	_____	_____	_____	_____
<u>Academic Preparedness</u>					
Knowledge to complete assigned tasks	_____	_____	_____	_____	_____
Problem solving ability	_____	_____	_____	_____	_____
Oral communication skills	_____	_____	_____	_____	_____
Written communication skills	_____	_____	_____	_____	_____
<u>Professionalism</u>					
Ability to work independently	_____	_____	_____	_____	_____
Quality of work	_____	_____	_____	_____	_____
Timeliness in completing work	_____	_____	_____	_____	_____
Professionalism	_____	_____	_____	_____	_____
<u>Interpersonal Skills</u>					
Response to supervision	_____	_____	_____	_____	_____
Response to criticism	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____

Please rate the intern's overall performance by checking one of the following:

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor

 Signature and Title of Supervisor

 Date

Thank you for providing an internship experience for our student and for taking time to provide this evaluation. Please discuss with and give this evaluation to the intern at the mid-point of the internship. Please email or send a copy to the internship director, Kate Thornton, at kate.thornton@auburn.edu or mail a physical copy to 210 Spidle Hall, Office of Global Education, Auburn University, AL 36849. If there are issues you prefer to discuss directly with the academic supervisor, contact Kate Thornton by email (kate.thornton@auburn.edu). We welcome your comments about this intern and/or our program and see this midterm evaluation as a mechanism to offer the student feedback to improve their performance with your organization.

**GSHS 4920 INTERN EVALUATION
 GLOBAL STUDIES IN HUMAN SCIENCES
 OFFICE OF GLOBAL EDUCATION
 College of Human Sciences, Auburn University**

Name of Intern _____ Date of Evaluation _____

Please rate this intern on the following attributes:

	Poor	Fair	Good	Very Good	Excellent
<u>Personal Characteristics Within the Workplace</u>					
Initiative	_____	_____	_____	_____	_____
Resourcefulness	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Performance under stress	_____	_____	_____	_____	_____
<u>Academic Preparedness</u>					
Knowledge to complete assigned tasks	_____	_____	_____	_____	_____
Problem solving ability	_____	_____	_____	_____	_____
Oral communication skills	_____	_____	_____	_____	_____
Written communication skills	_____	_____	_____	_____	_____
<u>Professionalism</u>					
Ability to work independently	_____	_____	_____	_____	_____
Quality of work	_____	_____	_____	_____	_____
Timeliness in completing work	_____	_____	_____	_____	_____
Professionalism	_____	_____	_____	_____	_____
<u>Interpersonal Skills</u>					
Response to supervision	_____	_____	_____	_____	_____
Response to criticism	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____

Please rate the intern's overall performance by checking one of the following:

_____ Excellent. _____ Very Good _____ Good _____ Fair _____ Poor

If there was a suitable entry level position open in your firm, would you hire this intern?

_____ Yes _____ Not Sure _____ No _____ Yes, already have!

If you answered "No" or "Not Sure", please share your reasons.

What are the intern's greatest strengths?

Please list specific instances of performance or personal attributes that contributed to the positive evaluation of this intern.

What specific attributes, personal and/or professional, do you believe need further development?

Please list specific instances where performance or personal attributes could be developed to further the intern's success.

Based on this Student Intern's performance, indicate how eager you are to have other Student Interns from Auburn's GSHS program using a 1-10 scale (1 = not eager at all to 10 = very eager).

Rating _____

Signature and Title of Supervisor

Date

Thank you for providing an internship experience for our student and for taking time to provide this evaluation. Please discuss with and give this evaluation to the intern at least one week prior to the end of the internship. Please email a copy to the internship director, Kate Thornton, at kate.thornton@auburn.edu or mail a physical copy to 210 Spidle Hall, Office of Global Education, Auburn University, AL 36849. If there are issues that you prefer to discuss directly with the academic supervisor, contact Kate Thornton at kate.thornton@auburn.edu. We welcome your comments about this intern and/or our program.

State Approval Required for GSHS Internship Placement

Due to a recent court ruling related to the State and Federal Regulations on “State Authorization” of Distance Education, Auburn University is currently able to accept distance internships only in the states listed below. The University is working diligently to gain authorization in every state.

Clear for Internships		
Alabama	Louisiana	Pennsylvania
Alaska	Maine	Rhode Island
Arizona	Michigan	South Carolina
Arkansas	Mississippi	South Dakota
California	Montana	Tennessee
Colorado*	Nebraska	Texas*
Connecticut	Nevada	Utah
Florida	New Hampshire***	Vermont
Georgia	New Jersey	Virginia
Hawaii	New York	Washington State***
Idaho	North Carolina**	West Virginia
Illinois	North Dakota	Wisconsin
Iowa***	Ohio***	Wyoming
Indiana	Oklahoma	
Kansas		

See Dr. Thornton, 334-B if any of the asterisk conditions apply.

*Colorado and Texas request notification of activities of any Auburn University Interns. Please notify the Graduate school in order for them to facilitate this process.

** If an internship is required by your program, please check with the Graduate School to ensure if North Carolina will allow it.

*** These state are clear for On-Campus Students to complete Internships, but Distance Students may not complete internships in these states.

International Internships: Internships can be completed internationally except in travel warning countries as identified by the U.S. Department of State:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

You also must register with the AU Office of International Programs. Reliable Internet access is required.

NOTE: THE ACTUAL LETTER YOU GIVE TO YOUR SUPERVISOR IS IN A SEPARATE FILE AND ON AUBURN LETTERHEAD.

Letter of Introduction to Site Supervisors Regarding Student Interns

Dear Site Supervisor:

Undergraduate students in the Global Studies in Human Sciences major at Auburn University are required to complete a senior-level internship prior to graduation that is related to their course of study and their career goals. The student who presented you with this letter is interested in developing her or his professional competence through participation in your program.

For the student, the purpose of the internship is to (a) apply theories and principles learned in the classroom; (b) gain experience serving in the role of a professional; (c) acquire knowledge and skills; and, (d) learn about the overall methods of operation in your program. If you agree to have this student work in your program, we would like you, or the person who will most closely supervise the student, to do the following:

1. Provide the student with as much direct, hands-on experience with clients and services as possible and appropriate for your program. Some of the work may be indirect such as when the student accompanies or assists a regular employee.
2. Help the student to become acquainted with the staff, physical characteristics, and operational methods of the site. If possible, expose the student to other areas of your organization in which she or he is not directly involved on a daily basis.
3. Supervise and facilitate the student's development by regularly observing his or her work and providing him or her with constructive feedback. Consult with the Director of Global Education to address any significant problems or concerns.
4. Complete a mid-semester and final evaluation of the student's performance. The evaluation forms will be provided, and we request that they be filled out by both the site supervisor and the student. The evaluation provides a good opportunity for the supervisor and student to consult on the student's progress.
5. Verify and sign-off on the student's Time and Activity Log at mid-semester and at the end of the internship. The student will be responsible for documenting her or his hours and activities during the internship using a format required by the GSHS program.
6. Allow the Director of Global Education to conduct a site visit or provide opportunity for the Director of Global Education and site supervisor to consult about the student's progress via telephone or email. Site visits will be conducted primarily with students completing their internship in the Auburn/Opelika area.

During the internship semester, the student will be enrolled for 12 credit hours at Auburn University, and she or he will be required to complete a *minimum* of 440 hours with your program. In a 15-week Fall or Spring semester, the student should complete approximately 30 hours of field experience per week. During the 10-week summer semester, the student will have to complete approximately 45 hours of field experience per week. Because the Office of Global Education is concerned about both the depth and breadth of the student's internship experience, we expect her or him to work at the internship site for the full number of weeks in a semester in addition to completing the minimum number of hours. The actual day and times worked by the student and her or his responsibilities at your site should be arranged between you and the student.

During the internship, the student also will be required to participate in an internet-based course with the Director of Global Education. The course will require the student to complete assignments and participate in other professional development experiences. The Director of Global Education also will be available to you at any time during the internship to assist in your work with our student.

If you agree to work with the student, your agency will be asked to sign an *Agreement of Cooperation* with the Office of Global Education. A copy of this agreement and a more detailed outline of our *Internship Objectives and Evaluation Procedures* are attached to this letter for your review. The student is responsible for conveying to the GSHS department that you have agreed to an internship placement.

The internship is a very important component of the student's college education and early professional development. It is often one of the most rewarding and challenging learning experiences of the student's entire program. It is your cooperation that makes this experience possible. I thank you in advance for your willingness to participate. Please don't hesitate to call me if you have any questions or concerns.

Sincerely,

Kate Thornton, Ph.D.
Director of Global Education
Office of Global Education
College of Human Sciences
Auburn University
Office Phone: (334) 844-1339
Cell Phone: +1 (334) 740-9208
E-mail: kate.thornton@auburn.edu

GSHS INTENT TO INTERN (GSHS 4920)

Student Name _____ Date _____

Cell _____ AU Email Address _____

AU Student ID # _____ Minor _____

Semester/year you expect to complete Internship:
Spring ____ Summer ____ Fall ____

Where do you live now?

Current Address _____

Alternate (non-AU) Email _____

What is your permanent address?

Permanent Address _____

Permanent Phone Number _____

Where will you live during your internship?

Internship Address _____

Where will you be completing your internship?

Name of Internship Site _____

Site Address _____

Date internship will begin: _____ will end: _____

Supervisor Name/Title _____

Supervisor Phone _____

Supervisor Email _____

What days and hours have you scheduled to work at your Internship Site?

Student's Signature

Date

GSHS INTENT TO INTERN (GSHS 4920)

Answer the following questions about your internship placement:

Describe how you identified and learned about your internship placement.

Specifically, what will be the major responsibilities of your internship position?

Describe the global focus of your internship.

How is your internship placement related to your future career plans?

Is your internship ____ paid? ____ unpaid?

If unpaid – Describe why this is a valuable opportunity for you even though you will not be paid:

Do you have a prior relationship with your Internship Site or Supervisor?

___ No ___ Yes

If yes, please describe:

In addition to your internship, will you be working any other paid or non-paid positions during the internship semester? ___ No ___ Yes

If yes, approximately how many hours per week? _____

Signing this form indicates:

- (1) the agency identified above has agreed to work with you as an intern;**
- (2) you have committed to complete your internship at the agency identified above;**
- (3) you understand that if you should withdraw or are dismissed from this commitment you will have to postpone your internship for at least one semester;**
- (4) you understand that you may not complete additional university coursework with your internship;**
- (5) you agree to complete all internship requirements and understand that your grade will be penalized if you do not submit all course-related work by the deadline designated by the GSHS lecturer**
- (6) Any change in my work assignment (e.g., change of department, supervisor) will be communicated immediately in writing to the GSHS lecturer.**

Student Signature **Date**

Approval:

Director of Global Education **Date**

GSHS STUDENT INTERNSHIP AGREEMENT

1. I understand that in order to begin my internship, I must complete all Required GSHS Courses and earn a grade of “C” grade or better in all 3000-level and higher GSHS Major Core classes and achieve an overall 2.25 GPA. By starting my internship, I signify that I have met the stated academic requirements and will not be allowed to enroll in any additional coursework during my internship semester.
2. I understand that I must submit the Internship Commitment Form and this signed agreement to the GSHS lecturer a week prior to the internship’s start date so that my paperwork may be conveyed to my placement in a timely manner. I will communicate with the GSHS lecturer, in advance, if I cannot meet this deadline.
3. I understand that I will not be able to begin my internship experience until the GSHS lecturer receives the signed *Agreement of Cooperation* from my internship site. The Office of Global Education will prepare and send the Agreement of Cooperation to the internship site based on the information provided by me on the Internship Commitment Form.
4. I understand that I may not enroll in any additional coursework during the semester I complete my internship with the exception of UNIV 4AA0 HS1 which is required if I intend to graduate the semester of internship.
5. I agree to enroll with the Auburn University Office of Global Education if my internship involves any form of international travel. This applies whether all or just a portion of my internship will be to a country outside of the United States. I understand that I cannot complete any part of my internship in a travel warning country as determined by the U.S. Department of State.
6. I will contact my internship site supervisor well in advance of the first day of internship to receive all information needed to begin my placement. Unless otherwise agreed upon, my internship will begin on the first day of _____ Semester which is _____ and it will end on _____. I understand that any changes in the internship start or end dates must be approved by the GSHS lecturer.
7. I will fulfill all requirements of my internship site as stated by my site supervisor. I understand that the quality of my internship site performance will be reported through the GSHS evaluation forms completed by me and my site supervisor and through verbal communications between my site supervisor and the Director of Global Education.
8. I will be responsible for completing the internship site evaluation procedure as follows:
 - a. During the first week of internship, I will go over the GSHS evaluation forms with the agency supervisor so both parties can become familiar with the means of evaluation.
 - b. I will schedule a conference with my site supervisor to complete the mid-semester evaluation so that the form will be received by the GSHS lecturer on or before the due date.
 - c. I will schedule a conference with the agency supervisor for a final evaluation so that the form will be received by the GSHS lecturer on or before the due date.
 - d. I will have my portion of the evaluation completed before meeting with my site supervisor so I am prepared to discuss my internship progress.

- e. I understand that it is my responsibility to see that the evaluation materials are received by the GSHS lecturer by the assignment's due dates. Evaluation materials should be submitted in Canvas.
9. I understand that I am responsible for completing my internship over the full number of weeks comprising the semester I intern. I understand that I cannot pass the internship course unless I complete a minimum of 440 internship hours which requires a *minimum* of 30 on-site hours per week during Fall and Spring semesters and a *minimum* of 45 hours per week during Summer semester. I understand that I cannot count personal time on the internet, personal errands, lunch-breaks, or other similar activities toward my internship hours.
10. I agree to maintain a mid-term and a final *Time and Activity Log* as outlined on the course syllabus. I understand that each *Time and Activity Log* has to be signed by my supervisor to verify my hours before submitting it to the GSHS lecturer. I also understand that it is my responsibility to ensure that the GSHS lecturer receives my Time and Activity Logs by the assignment's due dates for the mid-term log and final log. *Time and Activity Logs* should be submitted on Canvas.
11. I understand that my final grade for the GSHS Internship will be based upon the successful completion of the internship assignments as outlined on the syllabus and the quality of my performance at the internship site. I will review all information posted on the Canvas course website so that I understand my responsibilities for the GSHS Internship. I will ask questions to clarify anything I do not understand.
12. I will be available for periodic consultation with the GSHS lecturer via zoom, on-site visits, campus appointments, and telephone contacts as requested. I understand that I will need reliable Internet access in order to complete my GSHS internship requirements. I agree to check my Auburn University e-mail account on a regular basis to stay current on internship-related communications. I will promptly notify the GSHS lecturer of any changes, problems, or concerns with my internship placement.
13. I will abide by the Student Academic Honesty Code as published online and referenced in the Auburn University Oath of Honor. Academic dishonesty includes, but is not limited to, plagiarism, the submission of false documentation, and turning in assignments that are not my own work. I also understand that Auburn University prohibits the use of illegal drugs or alcohol during any university activity, which includes my internship.
14. I am committed to abiding by the ethical guidelines and the formal order of conduct that govern my area of professional interest. I will familiarize myself with and abide by ethical standards for respecting the confidentiality of the people I work with.
15. I agree to demonstrate a high level of professionalism during my internship. At my site, this includes but is not limited to arriving on time daily, working all scheduled days/hours, communicating with my site supervisor and the GSHS internship advisor about unavoidable absences, and keeping personal electronic communications outside of the workplace. For the internship course, professionalism includes completing assignments accurately and on time as well as using the Canvas course website as required.
16. I understand that if I am dismissed by my internship site *for any reason*, I will have to withdraw from the current semester and postpone the start of a subsequent internship placement for at least one semester. Other university sanctions may apply.

17. I will conclude the internship by expressing appreciation verbally and in writing to the agency supervisor.

I _____ agree that I have read and understood the GSHS Student Internship Agreement, and I will uphold the requirements in order to insure successful completion of my Global Studies in Human Sciences Internship.

I have: (initial each)

_____ Read the Guidelines for the GSHS Internship (GSHS 4920).

_____ Attended the mandatory information meeting with the Director of Global Education.

_____ Have in my possession or have made an appointment to get an academic credit check from the Office of Academic Affairs, 328 Spidle Hall.

_____ Am aware that final arrangements for my internship must be approved prior to confirming a start date.

Student Signature

Date

**AGREEMENT OF COOPERATION
BETWEEN THE OFFICE OF GLOBAL EDUCATION IN THE COLLEGE OF HUMAN
SCIENCES,
AUBURN UNIVERSITY, AND**

**FOR
GLOBAL STUDIES IN HUMAN SCIENCES (GSHS) STUDENT INTERNS**

This Agreement is made as of _____ by and between _____ (hereinafter the “Facility”) and Auburn University by and through the Office of Global Education in the College of Human Sciences (hereinafter the “AU Office of Global Education”). Whereas AU Office of Global Education desires to provide internship training experiences for its students, and, whereas, the Facility is willing to provide such experiences this Agreement memorializes the terms and respective responsibilities of the Facility, AU Office of Global Education, and the participating student(s).

THE AU Office of Global Education WILL:

1. Assume initial responsibility for selection of student(s) to be placed;
2. Require student(s) as a prerequisite for internship participation to have successfully completed the didactic portion of the curriculum applicable to the Facility and to have a 2.25 overall un-gapped GPA;
3. Provide at least one AU Office of Global Education faculty member (Director of Global Education) as a liaison between the Facility and AU Office of Global Education. The liaison will: (a) periodically discuss with the student(s) and the Facility’s student supervisor the progress of the student(s), and (b) be available to supervise regarding problems pertaining to student(s);
4. Provide the Facility with a statement of general learning objectives applicable to the internship program;
5. Be responsible for determining final grades and credit hours earned;
6. Inform student(s) of their responsibility to procure and maintain professional liability insurance in the amounts of One Million (1,000,000) per occurrence and Three Million Dollars (3,000,000) annual aggregate for the duration of his/her internship, and to provide the Facility with a copy of the insurance certificate reflecting coverage upon request;
7. Inform student(s) if their internship involves working with minors, they are required to complete the Alabama and FBI Criminal Background/ Fingerprint check, and to provide the Facility with a copy of their Clearing Letters upon request;
8. Inform student(s) of their responsibility to procure and maintain health insurance coverage for the duration of their internship;
9. Inform student(s) that they will be required to comply with the Facility’s Code of Conduct, and relevant policies and procedures as provided to student(s) by the Facility;

10. Inform students of their responsibility to maintain the confidential nature of client information and facility records; and
11. Advise student(s) that the Facility may terminate any student whose health or performance is determined to be a detriment to client well-being or to achievement of the stated objectives of the internship experience, but only after AU Office of Global Education has allowed the student(s) the opportunity to respond to the Facility's charge against the student(s).

THE FACILITY WILL:

1. Notify AU Office of Global Education of the number of students the Facility can accommodate during any academic period. It is within the discretion of the Facility as to the number of students accepted;
2. Accept student(s) in placement without regard to age, race, color, sex, national origin, religion, disability or veteran status;
3. Have the right to reject student(s) offered for the internship for reasons related to the student(s)'s ability to function at the Facility or perform specific tasks and assignments associated with the internship;
4. Retain full responsibility for the care of clients and maintain administrative and professional supervision of student(s) insofar as their presence affects the operation of the Facility and/or the direct and indirect care of clients.
5. Designate a staff member who will be responsible for the supervision of the internship experience and will: (a) meet with the student(s) to review his/her work each week, (b) prepare written reports on student(s)'s progress, including the mid-term and final evaluation report forms provided by the AU Office of Global Education, and (c) be available for consultation with faculty of the AU Office of Global Education regarding individual student(s) or the internship program in general;
6. Assist in the orientation of students to the physical facilities, policies and procedures of the Facility;
7. Provide student(s) with opportunities to use the organization's resources, reasonably equivalent to those provided regular employees carrying similar responsibilities: office space, telephone, clerical service, supplies, access to records and to clientele;
8. Advise AU Office of Global Education of any serious deficiencies noted in the ability of student(s) to progress toward achievement of the objectives of the internship experience, and to assist AU Office of Global Education and the student(s) in attempting to correct the deficiencies;
9. Provide and/or obtain emergency medical care in the event of an accident during the internship experience;
10. Advise the AU Office of Director of Global Education of any changes in its operation, policies and procedures or personnel which may affect the internship experience; and
11. Cooperate in the use of depersonalized case records, agency reports, and other organizational materials for class assignments.

MUTUAL DUTIES OF AU OFFICE OF GLOBAL EDUCATION and the FACILITY:

1. Schedule at least one (1) joint conference per year to discuss progress of the internship experience and changes or revisions desired in this Agreement.
2. AU Office of Global Education shall be responsible for the maintenance of all student(s) records as required by law although both parties recognize that they are bound to comply with the Family Education Rights and Privacy Act in their handling of student educational records; and
3. Understand that Facility employees and agents are not employees of AU Office of Global Education, and AU GSHS Student(s) and Faculty are not employees or agents of Facility. Neither entity shall receive employee benefits and/or other work-related compensation from the other.

DUTIES of the STUDENT(S):

1. Student(s) are required to procure and maintain Professional liability insurance covering the duration of his/her internship in the amounts of One Million (1,000,000) per occurrence and Three Million Dollars (3,000,000) annual aggregate and to provide proof of to the Facility upon request;
2. To wear a nametag that clearly identifies him/her as an intern; and
3. In the event of injury while participating in the internship, student(s) will report immediately to their Facility supervisor and subsequently to the AU Director of Global Education. Medical evaluations and treatments are the responsibility of the student(s)'s and his/her/their health insurance carrier and will be billed for services. The student(s) will be responsible to pursue and complete any follow-up counseling and testing needed.

GENERAL PROVISIONS:

TERMINATION: This Agreement shall be effective upon execution by the parties and may be renewed on upon mutual consent of the parties. The term of this agreement is five years. Either party may terminate this Agreement upon thirty (30) days notice in writing, provided change is not made while student(s) are participating in the internship.

RENEWAL: If the Agreement is renewed without modification, such renewal may be evidenced by a letter of agreement signed by officials of the Facility and AU Office of Global Education who are or who by their office would have been authorized to sign such an agreement .

MODIFICATIONS: The parties agree to the full and complete performance of the mutual covenants contained in this Agreement, and that it constitutes the sole, full and complete agreement by and between the parties; and no amendments, changes, additions, deletions or modifications to or of this Agreement shall be valid unless reduced to writing, signed by the parties and attached hereto.

GOVERNING LAW: **This Agreement shall be construed, governed, interpreted and applied in accordance with the laws of the state of Alabama, without regard to its conflict of law principles.**

By signing this Agreement, the representatives of the Facility and AU Office of Global Education represent that they are duly authorized to execute this document on behalf of the Facility and AU Office of Global Education and agree to be bound by the provisions set forth.

Auburn University:

Kate Thornton, Ph.D. **Date**
AU Office of Global Education

Amanda Malone **Date**
for Vini Nathan, Ph.D.
Provost & Senior Vice President for
Academic Affairs

Supervisor of Interns **Date**
Facility

PLEASE SIGN AND RETURN TO:
Office of Global Education, 334 Spidle Hall, Auburn University, AL 36849-5604



AUBURN
UNIVERSITY

AUBURN UNIVERSITY

EVENT INFORMATION

Event Name: _____

Date(s): _____ **Time(s):** _____

Location: _____

PARTICIPANT INFORMATION

Name of Participant: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Date of Birth:** _____ **Gender:** M _____ F _____

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT. THIS COMPLETED AND SIGNED FORM MUST BE SUBMITTED BEFORE ANY PERSON IS ALLOWED TO PARTICIPATE IN THE ABOVE EVENT.

I, the undersigned, wish to voluntarily participate in the above referenced event on the dates and times as indicated above and, in consideration of the mutual covenants and conditions contained in this Agreement, I hereby agree as follows:

I acknowledge, understand and appreciate that as part of my participation in this event there are dangers, hazards and inherent risks to which I may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. The dangers, hazards and risks may arise from my own actions, inactions, or negligence as well as from the actions, inactions or negligence of others, or the condition of the premises. I also acknowledge and understand that there may be other dangers, hazards or risks not presently known or reasonably foreseeable. Therefore, I voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating and traveling to or from this event.

I hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents (hereafter "Auburn") from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury that I may suffer while training, preparing, participating and/or traveling to or from this event. This agreement is binding on my heirs and assigns.

I furthermore release, indemnify and hold harmless Auburn from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that I may suffer, for which I may be liable to any other person, that may or does arise out of my participation in the event. I understand that Auburn accepts no responsibility for my personal property. I agree to be accountable in all respects for my own conduct and all actions, claims and demands for damages, loss and injury which may arise as a result of my own conduct.

In the event of an accident or serious illness, I hereby authorize representatives of Auburn to obtain medical treatment for me and on my behalf. I hereby hold harmless and agree to

indemnify Auburn from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I understand that Auburn does not provide any medical, dental or life insurance to cover bodily injury, illness or death; nor insurance for personal property damage or loss; nor insurance for liability arising out of my negligent acts or omissions; and I acknowledge that I am completely responsible for my own insurance or financial resources to cover expenses related to these things.

I further acknowledge that if I drive my own vehicle, or am a passenger in another's private vehicle in connection with this event, that Auburn's auto insurance does not cover such a private vehicle. I also understand that the Auburn cannot be responsible for assuring the safety and reliability of such private transportation or driver, nor for any non-sponsored activities and travel that I choose to participate in before, during or after the event, and I therefore accept the risks and responsibilities associated with such private vehicle travel and activities.

This Agreement shall be governed by and construed under the laws of Alabama. I agree that any legal action or proceeding relating to this Agreement, or arising out of any injury, death, damage or loss as a result of my participation in any part of the event, shall be brought only in Lee County, Alabama.

I, the undersigned have been given ample time to read and understand this Agreement, and fully accept its contents and conditions and agree to them by signing this Agreement voluntarily. I understand that I am giving up substantial rights (including my right to sue), and acknowledge that I am signing this document freely and voluntarily, and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns. The information I have provided is disclosed accurately and truthfully.

A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19

Participant Name _____ **Parent Name** _____ **Date** _____

Participant Signature _____ **Parent Signature** _____ **Date** _____

Permission to Use Student Work

1. Grant of Permission. I, the undersigned, am a student at Auburn University ("AU") in the College of Human Sciences, and I hereby give to AU my permission to use, copy, reproduce, publish, distribute or display any and all concepts, -written assignments, reports, essays, papers, illustrations, project examples, etc. related to the following work (the "Work"): Course Number _____ Semester and Year _____
Additionally, I consent to the disclosure of the work created in this class as may be accompanied by my name and other personally identifiable information for purposes.

2. Scope of Permission. This permission extends to the use of the Work and images of such Work: (1) for academic purposes in order to demonstrate examples of student work to current and future AU students; (2) for public display on the campus of AU or on the AU website; (3) for promotional materials created by AU in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising and classroom presentations; (4) for materials created by AU faculty in all forms of media now known or later developed, including but not limited to exhibition, presentation, and publications related to research, teaching, and creative scholarship.
Additionally, this permission extends to the use of the Work as described below _____

3. Certification of Authorship, I am the owner of the copyright to the Work, and the Work is not now subject to any grant or restriction that would prevent its use consistent with this permission. Except as explicitly indicated on the Work, all aspects of the Work are original to me and have not been copied or adapted from other sources.

4. Privacy Release. I hereby authorize and consent to the release, maintenance and display of my name, status as a student at AU, and any other personal information I have provided in connection with the Work and its use by AU. This authorization also includes the disclosure of the content of the Work itself and any associated information. I hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Agents, and any other person who may be legally liable, from any and any claims, demands, causes of action, and suits, including but not limited to claims for invasion of privacy, defamation, breach of contract or other breach of duty, arising out of or in connection with the maintenance, use or release of any personal information as described above.

By signing below I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right, and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify AU immediately in writing through the College of Human Sciences. AU and the College of Human Sciences will have three months from the date of my notice to stop all use in accordance with this permission.

Signature of Student _____
Printed Name _____
Date _____

Notes: The student and the individual responsible for the project in question should retain signed copies of this document for their records.

DINING EXCLUSION FORMS

Includes: Internships, Distance Learning Only, Online, Auburn Abroad, and Co-op

PLEASE NOTE: ALL REQUESTS MUST BE SUBMITTED BY THE 10TH CLASS DAY.

1. Log into your AU Access account, you'll need to save a copy of your Detail Schedule to complete the process. You may do this from your AU Access Home Page:

Academic Profile

Current Program
Your Class for registration purposes is Senior
Major: Graphic Design
College: Coll of Arch Design and Const

Registration Status for Fall 2019
You may register during the following times:
Apr 03, 2019 11:00 am to May 22, 2019 11:59 pm
Jul 16, 2019 08:00 am to Nov 03, 2019 11:59 pm
✓ Advising Requirement Met - No Pin
✓ You have no Holds which prevent registration.
✓ Your Academic Standing is Good Standing which permits registration.
✓ Your Student Status permits registration.

Advisors
James D. McCoy
[View Holds](#)

Registration and Advising
Tiger Scheduler
Add or Drop Classes
Look up Classes

Student Schedule

Course	Time	Day	Location
BIOL 1030 Organismal Biology	1:15 pm - 2:30 pm	MWF	Chemistry Bldg 134
BIOL 1031 Organismal Biology Laboratory	2:00 pm - 3:50 pm	TR	Science Center Laboratory Bldg 223
GDES 4970	8:00 am - 11:45 am	MW	Wallace Center 117
MKTG 4973 Social Marketing	TBA	TBA	

[Week at a Glance](#) [Detail Schedule](#) [Final Exam Schedule](#)
^ Click "DETAIL SCHEDULE" to get into the correct document.

Student Records
Financial Obligation Agreement
Unofficial Transcript
Request Official Transcript ⓘ
Enrollment & Degree Verifications
Honors College Contract Agreement

My Academic Tools
AU Evaluate
AUSOM Scholarship Opportunity Manager
Gateway to Grades

Student Grades
Midterm Grades
Final Grades

Grade Adjustment Policy (GAP)
GAP Video Test
GAP Acknowledgment

Academic Accommodations & Accessibility
Begin the Process for Accommodations
Notify Instructors of Your Accommodation Needs
Submit Proctored Exam Request to Your Instructor
View Your e-Text
View Your Online Notes
Office of Accessibility Web Page

2. Select the current semester – for which you are requesting accommodation (these may not be requested retroactively) and are due by the 10th class day of each semester.

Personal Information **Student** Financial Aid Employee Gateway to Grades

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Term 90000000 Aubie the Tiger
Jun 17, 2019 01:43 pm

Select a Term:
^ Select Current Term here

Submit

RELEASE: 8.7.1

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3. Your Detail Schedule will look like this – with your name and ID # in the upper right corner. Take a screenshot of your Detail Schedule and save as a .pdf to attach to your Accommodation Request:

Student Detail Schedule

RETURN TO MENU SITE MAP HELP

90000000 Aubie the Tiger
Fall 2019
Jun 17, 2019 01:43 pm

Total Credit Hours: 21.000

Graphic Design Internship - GDES 3920 - 001
Associated Term: Fall 2019
CRN: 14539
Status: **Web Registered** on Apr 03, 2019
Assigned Instructor: Wei Wang
Grade Mode: Standard Grades
Credits: 4.000
Level: Undergraduate
Campus: Auburn Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Aug 19, 2019 - Dec 13, 2019	Internship	Wei Wang (P)

4. Then click the AU Access “My Campus” tab:

Click "My Campus" tab

MY CAMPUS

Human Resources
 HR Home
 HR Forms
 Verifier Access to I-9/E-Verify System

Employee Tools
 ePrint
 qualtrics

5. Be sure to read the instructions carefully and ensure you have your .pdf Detail Schedule ready to go. We cannot process incomplete requests or requests without documentation.

Tiger Dining

Tiger Dining supports student success by providing a variety of nutritious dining options in convenient locations throughout campus. Occasionally, we encounter a student whose special circumstances warrant a dining plan accommodation. At the each of the links below, students may submit an application for a dining plan accommodation due to medical necessity, being away from campus, or religion. Please note that an accommodation may not be processed without the required documentation. **Documentation may be: Medical diagnosis signed by a licensed medical doctor, Religious Accommodation Request form, or a student's semester Detail Schedule (available via AU Access), depending on the accommodation being requested.** It is the student's responsibility to submit their accommodation request and required documentation by the 10th class day of each semester.

Please read carefully and note any needed supporting documentation. WE CANNOT PROCESS ACCOMMODATIONS WITHOUT SUPPORTING DOCUMENTATION. Please be aware that the deadline to submit a dining accommodation request is the 10th class day of each semester. And accommodation requests must be submitted each semester!

6. Click on the “Away from Campus Dining Plan Accommodation Request” link:

Tiger Dining

Tiger Dining supports student success by providing a variety of nutritious dining options in convenient locations throughout campus. Occasionally, we encounter a student whose special circumstances warrant a dining plan accommodation. At the each of the links below, students may submit an application for a dining plan accommodation due to medical necessity, being away from campus, or religion. Please note that an accommodation may not be processed without the required documentation. **Documentation may be: Medical diagnosis signed by a licensed medical doctor, Religious Accommodation Request form, or a student's semester Detail Schedule (available via AU Access), depending on the accommodation being requested.** It is the student's responsibility to submit their accommodation request and required documentation by the 10th class day of each semester.

Select Your Meal Plan ⓘ

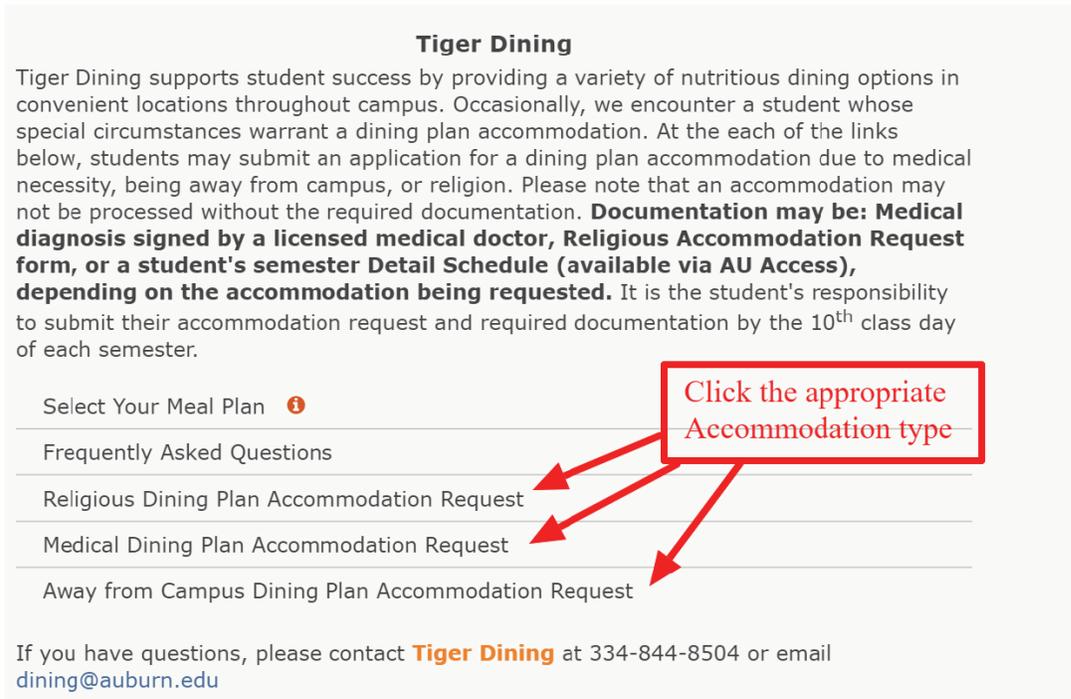
Frequently Asked Questions

Religious Dining Plan Accommodation Request

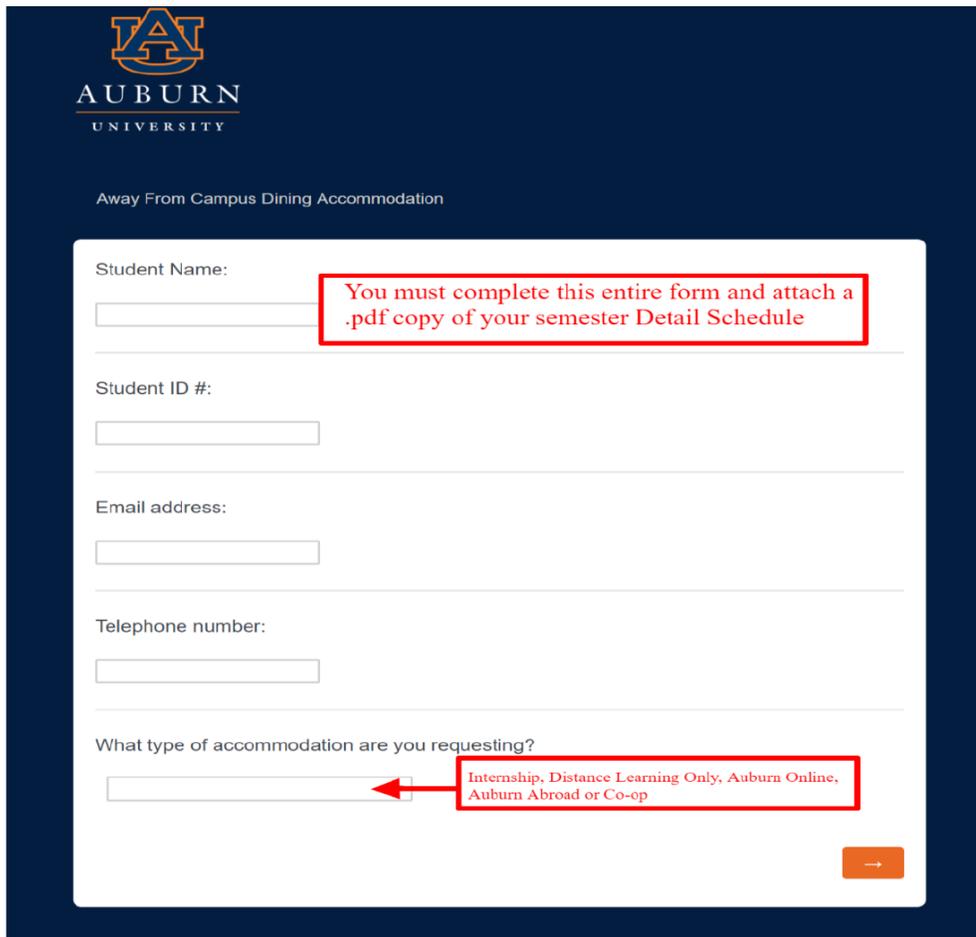
Medical Dining Plan Accommodation Request

Away from Campus Dining Plan Accommodation Request

If you have questions, please contact **Tiger Dining** at 334-844-8504 or email dining@auburn.edu



7. Complete the entire Away From Campus Dining Plan Accommodation Request:




AUBURN
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Away From Campus Dining Accommodation

Student Name:

Student ID #:

Email address:

Telephone number:

What type of accommodation are you requesting?

You must complete this entire form and attach a .pdf copy of your semester Detail Schedule

Internship, Distance Learning Only, Auburn Online, Auburn Abroad or Co-op

8. Make sure you upload and attach your .pdf Detail Schedule here:

AUBURN UNIVERSITY

Away From Campus Dining Accommodation

Please attach a .pdf copy of your Student Detail Schedule here:

You must attach a .pdf copy of your semester Detail Schedule to continue

Drop files or click here to upload

← →

9. Confirm and submit your request. You will see this screen:

AUBURN UNIVERSITY

Away From Campus Dining Accommodation

The deadline to request accommodation is the 10th class day of each semester. I understand that it is my responsibility to submit an accommodation request each semester.

Confirmed

Simply "confirm"

← →

10. You will see this when you're done. Watch your eBill activity for an adjustment. We try to complete account adjustments within the first 15 class days.



AUBURN
UNIVERSITY

Away From Campus Dining Accommodation

Thank you for submitting your Dining Plan Accommodation request. If you have provided all required documentation by the deadline, your request will be reviewed for accommodation consideration. You will receive a confirmation email if your accommodation request is approved.

When you see this, you're done!