

### TAU International Internship Program Student Agreement

We are thrilled that you will be participating in the TAU International Internship Program! Please read the following agreement very carefully, as it outlines essential program policies and expectations for participants. Please initial at the bottom of each page and sign where indicated to show you understand and agree to the terms and conditions outlined in this agreement.

#### **Program Components**

The TAU International Internship Program is designed to provide each participant with an integrated academic and practical professional learning experience. There are thus two essential components to the program: a required 3-credit academic course, and the internship experience itself. The required course which accompanies the internship gives the necessary academic and cultural framework, while the internship offers professional content and exposure. Ideally, this combination allows participants to develop and understand useful insights and observations that will later serve them academically, personally, and professionally.

All participants who take part in the internship program are required to participate in a 200 hours unpaid internship, complete all program-related coursework, attend all sessions of the career development workshop and also attend any additional mandatory program events and excursions.

#### **Internship Placement Process**

There are several phases to the internship placement process:

- Acceptance to the program (includes interview between TAU International Internship Coordinator and the student)
- Confirmation in the program
- Internship Possibility Phase
- Interview (between student and proposed Internship site(s))
- Placement (should the interview and selection process be successful)

#### **Acceptance and Confirmation Phase**

Following a successfully completed application to TAU International, an admissions decision will be made. If applicant has been accepted into the program, he or she will be asked to confirm participation in the program by paying the confirmation fee and completing any necessary paperwork to confirm his or her participation. This includes participating in mandatory orientations, meetings, and interviews with potential supervisors. In addition, students in this phase participate in an informational interview which takes place between the student and the TAU International Program Coordinator.

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### **Internship Possibility Phase**

Based on the interest and skill areas of the student as defined on the application and interview with the Internship Coordinator, students will receive at least one (but no more than three) options to interview for an internship within at least one of the three areas of interests that were specified by the student during the application phase. Please note that TAU International is not obligated to provide more than one possibility to the student.

As part of the placement process, students can be approved to intern in internships found independently.

Students who would like to be considered for internships found independently should request to do so in writing. In such case, the student will provide the internship coordinator with the name of the organization he/she wishes to intern at and the contact details of the internship supervisor. Such placements will require the approval of TAU International program coordinator, given that the internship meets the program criteria in terms of content, scope, proper working conditions etc.

In case of any change in a student's status that would affect the internship place, including decision to leave the program earlier than its official ending date, TAU will inform the place of internship that the student is no longer part of TAU International program and therefore no longer under the responsibility of TAU.

Placement in an internship found independently by a student in any case will not entitle a student of a refund.

### **Interview Phase**

Once a participant receives the opportunity to interview, it is up to the student to successfully pass this interview as well as any further selection process required by the internship site. The TAU International Internship Coordinator provides guidance and support during this phase, but it is ultimately the responsibility of the student to pass the selection process. Participants are expected to actively participate in this phase of the process and respond to emails, calls or any other messages in a timely manner. Failure to do so may result in loss of an interview opportunity, and even possibly dismissal from the program.

### **Placement Phase**

Should the student successfully pass the interview and selection process to the satisfaction of the prospective internship site, the student is officially placed. See below in the Student Expectations section for details on expected behavior and conduct during the student's internship experience.

Please note that TAU International cannot guarantee a placement, because much of the responsibility for being placed rests on the student and in addition, a certain amount of flexibility is required by the student. However, TAU International does everything possible to

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arrange internship possibilities and to guide a student to successful placement. In the event that a student is not placed successfully, the student will be offered to move to the regular TAU Study Abroad program.

**Tips for Placement – A Note From the TAU International Internship Coordinator**

1. From the moment a student confirms participation in the program until the first day at TAU, we have a limited period to find the best suitable internship. In that time, we have to fully complete the placement process, which includes: scheduling and having all student interviews! Sometimes a single internship place will require more than one interview, sometimes a student will be asked to complete a task at home, occasionally students are rejected, and we have to start the process from the beginning. As a result, the placement process is time-consuming. The faster and more responsive a student is in the process, the more chances there are for success.
2. In some cases, when we offer a student the possibility of a specific internship it's after we have already been in touch with the company and have told them about a student. Meaning that, there is already a potential internship employer waiting to hear back from the student. Do not delay in reaching out to the potential internship as they may be already waiting to hear from you.
3. The fact that an internship employer has agreed to interview a student usually means that they are already in the process of interviewing other candidates for that position. Failing to be prompt in our response might result in losing the position to another candidate.

Please see below a few critical tips that will help a student get the best and most suitable internship:

1. When we introduce a student to a new internship offer let's not let them wait for the student's response for more than 24-48 hours max.
2. The workweek in Israel is from Sunday to Thursday, so do not expect or ask for a Friday interview.
3. Please be time zone sensitive! Mention in an email which time zone you are in and to which time zone you are referring when suggesting or asking about optional interview dates.
4. Please make every effort to adapt to interview times that the potential internship employer offers.
5. As much as possible try to schedule the interviews quickly (remember, we don't want to waste time).
6. We have a few Israeli holidays over the next couple of months during which most companies (including TAU) are out of the office-

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Passover- April 8<sup>th</sup> to April 18<sup>th</sup> .  
Memorial and Independence Day – April 28<sup>th</sup> to April 29<sup>th</sup>.  
Shavuot- May 28<sup>th</sup> to May 29<sup>th</sup>.  
Please keep this in mind when scheduling interviews.

7. Finally, please make sure to keep the internship coordinator updated consistently about the process as you move forward – We are here for our students and I will happily help! Ask the internship coordinator to review your CV or cover letter, or if you are unclear about something and need guidance please do not wait for help – ask!

### **Rejecting an Offer**

If a participant decides to reject an offer, he or she must first inform the TAU International Internship Coordinator. outline why it is not a good fit based on the three areas of interest that were agreed upon. Participants cannot return to an offer once it has been rejected. If a participant rejects an offer, TAU International cannot guarantee an alternate placement or offer.

### **Withdrawal Policy**

If a participant wishes to withdraw from the program, he/she must notify the TAU International Internship Coordinator in writing as soon as possible. The student is held to the TAU International Refund and Cancellation Policy [found here](#).

Please note: If, for any reason, a participant is fired from his or her internship, he or she may also face dismissal from the program.

Study Abroad students in the Internship Program cannot withdraw from the mandatory Internship Course at any time unless they are withdrawing from, or removed from, the entire program. In the case of the Internship Program, withdrawal from the program after it begins would result in withdrawal from all study abroad courses including the Internship course. There is no possibility, in any scenario, to withdraw only from the required Internship course.

### **Cancellation**

TAU International reserves the right to cancel TAU International Internship Programs for any reason. In the very unlikely event that the program is cancelled, participants will be notified and have the option of switching to another open program.

### **Participant Expectations**

In participating in the TAU International internship program, participants understand that neither TAU nor TAU International internship program coordinators, instructors, nor other staff will be supervising them at all times. However, as a participant, they will be held to the TAU International Letter of Agreement and to program and housing policies at all times throughout

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the length of the program. Participants must comply with all rules and regulations issued by TAU International staff, or program partners. It is within the program staff's discretion to determine whether any violation warrants a participant's termination from the program. In that event, a participant may be discharged from the program, but still be held responsible for all program related fees.

### **Scheduling and Absences**

Participants will follow both the academic schedule of the program determined by TAU International, and the internship schedule, mutually determined between the participant and the internship supervisor from the first day of the program to the last.

Participants are expected to be on time and ready to work each day they are scheduled. Absence from the internship, course, or other program related events, except for illness or accident, is strictly prohibited. In the case of illness or accident, participants must inform their internship supervisor and the internship coordinator as soon as possible. If the illness or accident will inhibit the participant's ability to complete the program, the program coordinator should also be notified. If a participant has more than three absences for any reason or is late for more than three days, the participant is subject to dismissal from program. Participants will observe only those holidays that are holidays for the organization regardless of if TAU observes a vacation day. Vacation requests are not allowed.

### **Productivity**

Internships are important experiences, but they often include some routine or administrative work. Participants accept that they will assist the internship provider in various ways. A key attribute to developing professionalism is making a commitment to personal productivity. This will allow industrious participants to remain active and challenged by finding ways to contribute voluntarily. Participants are encouraged to keep an open mind and learn from routine situations.

Please note: If, for any reason, a participant is fired from his or her internship, he or she will face dismissal from the program.

### **Travel To/From Internship Site**

It is the student responsibility to arrive to the internship site for any interviews or subsequent visits should placement be successful. The cost of transportation is the responsibility of the student. All sites will be accessible by public transportation; however, TAU International cannot guarantee that offers and/or placements will be nearby to campus or in the central Tel Aviv

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area. If the commute by public transportation to/from the site is more than 60 minutes, TAU International will inform the student.

**Participant Responsibilities to the Internship Provider**

- To be respectful and comply with all rules and regulations set forth by the internship provider
- To contribute to a productive work environment during the internship
- To comply with requests of reasonable modifications to appearance or style of dress
- To uphold any internship limitations and access restrictions set by the internship provider
- To treat internship provider materials, practices, and projects in a confidential manner
- To seek to understand internship provider products, programs, procedures, and goals
- To use their best efforts during the internship and uphold program and internship expectations
- To participate in any reviews and evaluations from the internship provider
- To seek approval for contents of a portfolio summarizing their internship

**Participant Responsibilities to TAU International internship Program**

- To attend and participate in all required academic seminar courses (required course which accompanies) the internship
- To inform the internship coordinator of any problems or issues during placement
- To support the placement process in terms of application, interviews, deadlines, communication, etc.
- To keep the internship coordinator aware of the outcome of internship interviews and offers
- To understand that a request for an alternative internship possibility will only be granted under extreme circumstances
- To complete all program related requirements including the required coursework
- To pay all program related fees prior to the beginning of the program
- To adhere to the program cancellation policy and notify the internship coordinator of an intent to withdraw in writing in a timely manner
- To forego internship placement upon withdrawal from TAU International internship program

**TAU International Internship Program Responsibilities to the Participant**

- To arrange an internship possibility based on participants' skills and level of experience
- To be available to answer questions about the program or internship placement during normal business hours
- To help prepare participants for their internship through professional development trainings and workshops

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- To help participants integrate their professional experience with their academic skills and goals through related coursework
- To work with and provide support for participants throughout the internship program

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• Placement process will start only once the signed agreement is submitted to TAU internship coordinator.

**Signature and Agreement**

I have read and agree to all of the above stated program policies, guidelines and expectations as well as those listed on TAU International website.

Name of Participant (Printed) \_\_\_\_\_

Program Semester/Year \_\_\_\_\_

Date \_\_\_\_\_ Signature of Participant \_\_\_\_\_

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