

Samford University  
Brock School of Business  
Academic Contract for Individualized Study

I. Student Information

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<i>Student Name</i>	<i>SU ID#</i>	<i>Major or Concentration</i>	<i>Class (Grad. Date)</i>
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<i>SU P.O. Address</i>	<i>SU e-mail address</i>	<i>Cell Phone</i>
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II. Sponsoring Organization Information

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*Internship Site*

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*Complete Address*

*Phone*

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*Supervisor Name and Title*

*e-mail address*

III. Objectives of Internship:

IV. Methodology (*specific activities for achieving above objectives; evidence of 150 total hours of involvement*):

V. Academic Component of Internship (*application and integration of theory to experience*):

Describe the deliverable academic products to be evaluated (e.g., oral or written report presentation, examination, research or reflective paper and length, analytic journal, etc.):

VI. Approval

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Signature of Student

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Signature of Site Supervisor

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Signature of Internship Faculty Advisor

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Signature of Internship Program Director

SAMFORD UNIVERSITY  
ASSUMPTION OF THE RISK, RELEASE AND INDEMNITY AGREEMENT

INTERNSHIP EXPERIENCE

I want to have the opportunity to work and learn as an Intern in a business or organization. This will give me an "out of the bubble" experience of the real world. I understand that a major part of the learning experience is the prior planning and preparation for such an experience. While Samford encourages students to participate in the internship experience in a foreign country, it does not require any student to leave the relative safety of the United States of America.

I understand and agree that Samford University considers an internship to be an extension of its educational program, and therefore, the normal rules and regulation governing behavior that are applicable on the Samford University campus are applicable to me during the period of foreign/domestic travel and work. I further understand that I am expected to exercise good judgment in planning and using my time and in maintaining conduct appropriate to my setting.

I am aware of the fact that along with the rewards of an internship (exposure to real life experience in an actual working environment), there are risks as well. The actual experience of working in a business or other organization, and living in the vicinity of that work, is not, and cannot be, controlled or even supervised on site by Samford University. During the time I am participating in the internship, including travel time, I will be on my own. I agree to plan my trip and my experience carefully. If I elect to go outside of the USA, I am aware that there are many sources of information about the culture, and the legal, political, governmental, and religious systems in foreign countries. I have been informed that I can obtain much important information from the U.S. State Department, and that I should study the materials located on its web site at [http://travel.state.gov/travel\\_pubs.html](http://travel.state.gov/travel_pubs.html). If I travel outside of the USA, I agree to educate myself about, and to be sensitive to, the laws, customs, and mores of foreign countries. If I stay in the USA, I agree to educate myself about the locality in which I plan to live and work.

In either event, I agree, as part of my learning experience, to assume the risks inherent in living and working in a real life setting away from the relative security of a college campus with supervision by faculty and staff. By "assuming the risk" I mean that I will be responsible for any loss of money or personal property whether as a result of my own actions or by theft. I mean that I will be responsible for my own safety and my own actions. I mean that I cannot hold Samford University responsible or liable for any loss resulting from the consequences of personal injury, including death, or for the loss of money or personal property, whether resulting from negligence or intentional actions. I recognize that crime and violence, as well as unexpected difficulties, can occur to U.S. citizens in all parts of the world.

I agree that part of my preparation for the internship experience includes, but is not limited to, making appropriate provision for insurance, passport (if appropriate), communication with my family while I'm away, medicine or other health support that I may need (including extra eye glasses or a prescription for eye glasses), and a way to obtain cash in an emergency.

I understand that while outside of the USA, U.S. consular officers may be of some assistance if called on to meet U.S. citizens at foreign police stations, hospitals, prisons and even at morgues, but in these cases, the assistance that consular officers can offer is limited.

In consideration of my being permitted to participate in an Internship, I hereby release, discharge and covenant to hold harmless Samford University, its trustees, officers, faculty members, employees, agents, advisors or any one or more of them, or their executors, administrators, heirs or assigns (the "Indemnified Parties") from any and all claims, demands, damages, costs, expenses, actions and causes of action, present or future, on account of injuries to my person or property, and even injuries resulting in my death, arising out of or in connection with my participation in the Internship. I intend for this release and indemnity agreement to protect the Indemnified Parties from any and all claims, demands, damages, costs, expenses, actions and causes of action, present or future, of my parents or guardian, my estate, my spouse, if I am married or any other person or entity, on account of injuries to my person or property, and even injuries resulting in my death.

In further consideration of my being permitted to participate in an Internship, I, for myself and for my executors, personal representatives, heirs and assigns, hereby assume full responsibility for the risks, foreseen or unforeseen, of property damage, injuries, or death while participating in the internship activity, including travel. I further agree to indemnify and hold harmless the Indemnified Parties from all claims, demands, damages, costs, expenses, actions and causes of action, present or future, that may accrue to any person or entity as a result of any property damage, injuries, or death, that may occur to me or that may be caused by me as a result of my participation in the internship experience.

This is a legally binding document and has important legal consequences!

I have carefully read the foregoing Assumption of the Risk, Release and Indemnity Agreement. I have had the opportunity to study it, to ask questions about it, to consult with my parents or other advisors about it, and after such inquiry I am satisfied that I fully understand the consequences of my execution of this Agreement. I am signing this Agreement as my own free act. I certify that I am at least 19 years of age as of the date I sign this Agreement or that I have advised Samford University that I am under 19 years of age. If I am not yet 19 years of age I agree to have my parent or guardian sign this Agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

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Type or Print Name of Student

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Signature of Student

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Witness (if Student is 19 or older) or Parent/Guardian (if Student is under 19)

## A Good Source of Information About Travel in Foreign Countries

The Department of State's Consular Information Sheets are available for every country of the world. They describe unusual entry, currency regulations or unusual health conditions, the crime and security situation, political disturbances, areas of instability, special information about driving and road conditions and drug penalties. They also provide addresses and emergency telephone numbers for U.S. embassies and consulates. In general, the sheets do not give advice. Instead, they describe conditions so travelers can make informed decisions about their trips.

In some dangerous situation, however, the Department of State recommends that Americans defer travel to a country. In such a case, a Travel Warning is issued for the country in addition to its Consular Information Sheet.

Public Announcements are a means to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. They are issued when there is a perceived threat usually involving Americans as a particular target group. In the past, Public Announcements have been issued to deal with short-term coups, pre-election disturbances, violence by terrorists and anniversary dates of specific terrorist events.

Consular Information Sheets, Travel Warnings and Public Announcements are available at the 13 regional passport agencies; at U.S. embassies and consulates abroad; or by sending a self-addressed, stamped envelope to: Overseas Citizens Services, Room 4811, Department of State, Washington, DC 20520-4818. They are also available through airline computer reservation systems when you or your travel agent make your international air reservations.

In addition, you can access Consular Information Sheets, Travel Warnings and Public Announcements 24-hours a days in several ways.

### *Telephone*

To listen to them, call (202) 647-5225 from a touch-tone phone.

### *Fax*

From your fax machine, dial (202) 647-3000, using the handset as you would a regular telephone. The system prompts you on how to proceed.

### *Internet*

Information about travel and consular services is available on the Bureau of Consular Affairs' World Wide Web home page. The address is <http://travel.state.gov>. It includes Consular Information Sheets, Travel Warnings and Public Announcements, passport and visa information, travel publications, background on international adoption and international child abduction services and international legal assistance. It also links to the State Department's main Internet site at <http://www.state.gov> which contains current foreign affairs information.

### *Consular Affairs Bulletin Board*

If you have a personal computer, modem and communication software, you can access the Consular Affairs Bulletin Board (CABB). To view or download the documents from a computer and modem, dial the CABB on (301) 946-4400. The login is travel; the password is info. There is no charge to use these systems other than normal long distance charges.

### *Local Laws and Customs*

When you leave the United States, you are subject to the laws of the country where you are. Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit. Good resources are your library, your travel agent, and the embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.