



## **The Nelson A. Rockefeller Center at Dartmouth College**

*The Center for Public Policy and the Social Sciences*

### **Rockefeller Internships Program Requirements and Expectations**

By signing below you are agreeing to accept Rockefeller Internships funding in return for the following:

#### **Program requirements:**

1. **Register your travel on the Dartmouth Travel Registry** to provide travel information and emergency contact info. This form must be completed for all travel to your internship (both domestic and international). <http://global.dartmouth.edu/travel-resources/travel-registry>
2. **Judge your own emotional, psychological, and physical health** in relation to your role as an intern, and reach out for help if needed. Although the Rockefeller Center is not able to give treatment or advice on these matters, we are more than happy to connect you with resources that can.
3. **Attend an on-campus Orientation Session** with other funded interns. The Orientation Session will take place at the end of the present term before finals. If you are off-campus, you will need to schedule an alternate time for orientation.
4. **Work 30-40 hours per week for 8-10 weeks** at the host organization that completed your supervisor acceptance form.
  - a. We will contact your supervisor directly to confirm, and soon after the end of your internship they will complete an online evaluation regarding your work.
  - b. Any funding granted by the Rockefeller Center will not be transferable to a different internship nor a different term from that which is stated in your funding application. If your internship circumstances change after the submission of this form, or if deadlines are not met, the Rockefeller Center reserves the right to reconsider your application and make a new decision on your eligibility for funding.
  - c. If for any reason you are unable to complete the internship and/or comply with the requirements and expectations of the during the term for which you are requesting funding, you must notify the Rockefeller Center immediately and you may be required to return the funding.
5. **Represent Dartmouth and the Rockefeller Center** in your words and actions. By signing below accepting funding, you commit to personal behavior at all times which embodies the Dartmouth Community Standards of Conduct and Academic Honor Principle. In addition, you agree not to engage in ineligible activities including but not limited to: lobbying, fundraising, illegal activity, risky activity, and direct service.
6. **Not receive a salary or stipend** (unless previously discussed with Rockefeller Center Staff) from the agency, institution or organization where you will do the internship. Should you receive a salary, you will be required to repay your grant upon return to campus.

7. **Check your Dartmouth e-mail address regularly** (or provide an alternate way for us to contact you during your internship) for announcements, reminders, requirements or special opportunities.
8. **Complete preliminary surveys as needed before the assigned deadlines** (these have typically included surveys related to how you found your internship and your housing, but may also include occasional additional surveys as needed).
9. **Complete a midterm check-in online** by the given deadline. Selected portions of this midterm check-in or from your final report may serve as a “Notes from the Field” update for the Rockefeller Center to post online.
10. **Complete an online Self-Evaluation** of your internship experience at the end of your internship by the given deadline. Your supervisor will also be sent an evaluation survey to provide the Rockefeller Center with feedback about your internship experience.
11. **Provide at least three (3) digital photographs** of you working during your internship. These photographs should be high-quality and show your face clearly. Photos will be selected for use in Rockefeller Center promotional materials and on bulletin boards.
12. **Submit a Final Report**, using prompts provided, to reflect about the internship experience. This should be completed soon after the completion of your internship by the given deadline. These reports may be made available to other students and Rockefeller Center donors. If you are notified that you have been funded specifically by a named internship donor, you must also submit additional requirements including a thank you letter to the donor. By signing below, I understand that if I am granted and accept Rockefeller Center funding and fail to turn in all of my required final materials, my diploma can be withheld until those materials are turned in.
13. **Attend an on-campus Debrief Session** during the term following completion of your internship. If you are off-campus, you will need to make alternative arrangements.

***I understand that:***

1. A violation of policies set forth by Dartmouth, or my internship organization could result in the termination of my involvement in the Rockefeller Internships Program, that I may be required to return stipend funding, and that charges for damages resulting from my actions may not be an eligible expense for Rockefeller grant funding.
2. To be eligible for Rockefeller Internships Program, I must be in good academic and disciplinary standing with Dartmouth College. If my standing changes prior to or during my internship, I must notify the Rockefeller Center immediately.
3. As a precautionary measure for student safety and accountability, the Rockefeller Center may contact one or more of the following offices with a list of potential internship funding applicants: the Undergraduate Dean’s Office, Dick’s House, and the Office of Judicial Affairs. Should any of these offices have any concerns, they may contact me directly regarding my travel plans.
4. Changes in the circumstances of your internship or failure to meet the above stated requirements may render your grant offer void. Notify the Rockefeller Center immediately to avoid being penalized. Reasons include, but are not limited to: Closure of the internship organization; early termination prompted by either party; participation in ineligible activities during the internship; denial or loss of required security clearance; non-submission of Rockefeller Internship Program materials; or misrepresentation of aspects of the internship, the organization, or the applicant in the application materials.
5. You may receive funding from the Rockefeller Internships Program once during your academic career and by accepting this award, you will no longer be eligible for further consideration for funding through this program

during subsequent terms.

6. This award may be considered taxable income. Refer to IRS Publication 970 for detailed information on the taxability of awards (available on the IRS website). You may also consult with a tax professional or call the IRS help line at 1-800-829-1040 (you can explain that the question pertains to a stipend or grant payment issued to you by the College so that the IRS can direct you to the appropriate person). Note that Dartmouth College cannot determine nor advise on whether an individual's award is subject to tax.

### **Legal Requirements and Risk Release:**

*I understand and agree to:*

1. Undertake an unpaid off-campus internship during my leave-term from Dartmouth with a grant to support basic living expenses provided by the Rockefeller Center. My participation in this uncompensated internship is voluntary, is an independent activity for which I will not receive academic credit. I will not be supervised by Rockefeller Center or Dartmouth employees, and I accept responsibility for my own actions.
2. Accept and assume the risks of conducting the internship, which risks may include, but are not limited to: physical injury, property damage, and other risks associated with travelling. Risks may also include expense resulting from the need for and/or ability to receive medical treatment, relocation, and evacuation; and injury resulting from or associated with sightseeing, participation in Internship programming, and living accommodations, including crime, theft, or personal or property damage. I freely agree to assume all such risks in connection with this internship.
3. Assume the risk of all injury, expense, and property loss as a result of my participation in the internship and release Dartmouth College, its trustees, officers, employees, and agents on behalf of myself, my executors, heirs, and next of kin, and assigns from any and all claims and causes of action for any loss, damage to property, financial loss, physical injury, or death arising out of or in any way related to my participation in the internship, whether caused by negligence of Dartmouth College or otherwise.
4. I further agree to indemnify and hold harmless the Trustees of Dartmouth College, their agents, and employees from any and all claims and costs arising directly or indirectly out of any of my activities, acts, and omissions which are in any way related to the internship.

**Your signature on this document indicates your commitment to meeting the above expectations for Rockefeller Interns, and acceptance of the funding offer from the Rockefeller Center.**

**Funded Intern Printed Name:** \_\_\_\_\_

**Term & Year Funded:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_