Intern Contractual Affidavit

[Semester]    [Year]

I __________________________ agree to meet the expectations of UCO, the 
[Name]
Department of Mass Communication, the Intern Coordinator and my business intern sponsor in 
completing this internship in a responsible and professional manner. I agree to arrive on time, 
dress appropriately, fulfill required hours, complete all assigned work, ask questions as 
necessary, and conduct myself in an ethical, honest, thoughtful, conscientious manner.

I agree to be respectful of my superiors and co-workers; to hold confidential all business 
dealings and/or conflicts; to do my best work; to double check all work for accuracy and 
quality; and to request additional work when my tasks are completed. I agree to refrain from 
unbusinesslike conduct or language, and to avoid any behavior that might inconvenience my 
sponsor or undermine his/her business.

I realize and accept the fact that a grade is assigned to me by the intern coordinator 
based on my immediate supervisor's (sponsor's) evaluation of my work, attitude, business 
integrity, and ability to work with others. I further realize that an internship is applied 
knowledge and therefore judged by a different standard and criteria than a standard academic 
course. (In other words, a 3.0 GPA does NOT ensure a student of a B or better internship 
grade.) As in the professional world, my ability to perform on the job dictates my evaluation. 
This is the highest level of learning. I welcome the opportunity.

SIGNED: __________________________, __________________
[Name] [Date]