



Internship Application

All information below must be completed and submitted to Amazement Square.

Student/Applicant Name:

Date:

Address:

Address 2:

City:

State:

Zip Code:

Home Number:

Cell Number:

Email Address:

School Name:

Student ID Number:

What is your current area of study:

List the beginning and end dates you want for the internship:

List the days and times you are available to work:

Describe any student organizations, job experiences, additional course work (undergraduate or graduate), skills, degrees, certifications, or licenses that you have that will help you with this internship.

Describe your career goals and how this internship will help you reach those goals. Be specific about the experiences you want to gain through this internship and why you believe this internship can provide such an experience.

What is your current grade level?

Freshman

Sophomore

Junior

Senior

When do you expect to graduate?

Master's Program



Internship Learning Agreement

Please read throughly, sign, and submit to Amazement Square.

1. **Learning Goals:** What does the student intern want to learn as a result of this internship experience? How will these goals relate to the student's academic work within their academic program?
2. **Job Description:** What are the intern's responsibilities while working with Amazement Square?
3. **Program Supervision and Evaluation:** How will the intern and the program Supervisor evaluate the intern's work and progress?
4. **Communicating Concerns:** If Amazement Square has concerns about the intern, this will first be communicated to the intern with an opportunity to improve or address the concern, and if needed to the Internship Program Faculty Coordinator at the intern's institution.
5. **Terminating Internship:** Except under special circumstances, any party who seeks to terminate this internship will provide 15 days' notice to the other party

I have read and understood this internship learning agreement form.

A² Policies

1. By accepting an internship position at Amazement Square you are voluntarily assuming all risks related to the potential exposure and contraction of COVID-19 and any virus associated with it and will hold the museum, its staff and its Board of Directors harmless if you become infected with this extremely contagious disease that can lead to illness and even death.
2. A mask, face covering, or face shield is required to be worn at all times while in the museum.
3. Interns are expected to comply with safety rules and to exercise caution in all work activities. Should an intern be injured while at Amazement Square, they must notify their supervisor immediately.
4. It is the intention of Amazement Square to create an environment that is pleasant and comfortable, free of any intimidation and discrimination that interfere with the progress of the mission of the museum. In keeping with this policy the museum will not tolerate harassment or discrimination by any staff members (to include interns). Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Amazement Square considers sexual harassment to be a major offense and a violation of the museum's code of professional conduct. Sexual harassment can lead to disciplinary action, up to and including separation.
5. Interns should dress appropriately, clothing should be ironed and free of holes or frays and should cover back, stomach, chest area, and thighs. Jeans should only be worn on Friday unless otherwise approved.
6. In keeping with its mission, Amazement Square operates as a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession and/or use of controlled substances are prohibited in the museum. Staff members (to include interns) in violation of this policy are subject to disciplinary action as described in the Progressive Evaluation section. As a condition of employment, Amazement Square expects all staff (to include interns) to abide by the terms of this policy.
7. Amazement Square staff (to include interns) must act and communicate in a manner that nurtures a positive working environment. Speaking negatively about others when they are not present is prohibited except by supervisors discussing job performance and strategies for improvement. Violations of this policy should be reported to the Director of Operations or the President/CEO immediately. If evidence is found that the policy has been violated, the guilty staff member(s) (to include interns) may be terminated immediately.

I have read, understood, and will comply with Amazement Square's Policies