



Intern Letter of Commitment

The undersigned, hereafter referred to as Intern, if selected to participate in the Atlanta Regional Commission's Sustainable Connections Internship Program (SCIP), agrees to perform the following tasks and understands the constraints of the SCIP as outlined below:

- A. The Intern will adhere to the highest ethical standards in the performance of the duties and expectations of the employer.
- B. The Intern shall conduct themselves in a manner that reflects positively on themselves and their college/university in the conduct of their duties as an intern.
- C. The Intern will adhere to the dress code of the employer.
- D. The Intern recognizes that ARC will make every effort to connect them with a local government or nonprofit that best meets their educational and professional interests, as well as geographic preferences, but makes no guarantee of placement, project or location.
- E. If seeking an unpaid internship, the Intern agrees to apply for class credit through their department or the appropriate center within their college/university for class credits as soon as possible.
- F. The Intern recognizes that they are not selected for the job until the local government/nonprofit approves their hiring (NOTE: Some organizations may have more strenuous hiring practices for interns than other entities).
- G. The Intern agrees to inform the SCIP of their employment status, start date, salary (if applicable) and work schedule as soon as they have an agreement with the local government/nonprofit.
- H. The Intern agrees to participate in each of the connection events (1 - 2 per semester), including the Sustainable Connections Symposium at the end of the academic year. Interns will not be paid for time spent at the connection events.
- I. The Intern agrees to ask their local government/nonprofit primary contact for guidance and clarification of duties, if needed.
- J. The Intern agrees to ask ARC staff for guidance on subject matter resources, including connection with subject matter experts, if needed.

This commitment being understood and agreed to by the Intern on ____ day of _____, 20____ and acknowledged by the signature below.

SIGNATURE: _____

PRINT NAME: _____

(Sign, then scan & save as a PDF and attach to your online application.)