METCALF INTERNS RESPONSIBILITY NOTICE

ACADEMIC YEAR 2019-2020

In order to help ensure you and your hosting organization have a positive experience, we ask that you read and follow the suggestions in this responsibility notice. By accepting a Metcalf internship, you agree to abide by the terms below.

Internship Preparation: Ask your employer contact or previous Metcalf interns if there are specific resources you should review before beginning your internship. This will give you more time for hands-on internship projects and your assertiveness may influence the level of responsibility your employer bestows upon you during the internship.

All Metcalf interns going overseas must fill out the UChicago Traveler Form found here. Be sure to educate yourself about applicable local laws and abide by them, including local anti-bribery laws. Similarly, note that you are responsible for understanding and adhering to the University's U.S. Foreign Corrupt Practices Act.

UChicago Launchpad Receptions: The University will host receptions in Chicago and a few other key cities during the summer for Metcalf Interns to network with employers, alumni, and fellow interns. Attendance is optional, though strongly encouraged, as these events provide great networking and career development opportunities. Summer Metcalf interns can expect to receive an invitation in the Spring Quarter.

RSVP: When invited to events by your Metcalf employer, the University or others, it is proper etiquette to respond in a timely fashion even if you will be unable to attend. It is even more important that you honor this commitment when you RSVP that you will attend. If an unexpected situation arises and you cannot attend, notify the host or contact person as soon as possible.

Situational Support: Career Advancement staff is available throughout the year to assist you. If you encounter a situation with your Metcalf internship and are unsure about the best method of resolution, please contact Career Advancement. These situations may include but are not limited to offensive comments, sexual harassment, or your frustration with assigned projects or relationship with your employer. In all situations, Career Advancement staff will respect your personal choices and maintain utmost confidentiality unless professional or legal ethics require us to take action.

Future Involvement: The Jeff Metcalf Internship Program could not be possible without the ongoing support of its most important stakeholders—the students and alumni who have participated in it. If you ever have an opportunity, please thank them for all of their support. We hope that you'll consider staying involved with after you graduate!

Networking Opportunities with Metcalf Volunteers and Donors: Many opportunities are possible thanks to alumni and parent volunteers as well as philanthropic gifts. You may receive an invitation to meet with donors or volunteers who have supported your internship. Attending these events is not required. However, they are wonderful networking and professional development opportunities and we hope you give them your full consideration.

Publicity: In order to promote the Jeff Metcalf Internship Program, the University may use your name, image, internship affiliation, and the contents of your internship survey.