Congratulations on securing an internship in the 2019 Skandalaris Summer Entrepreneurial Internship Program. We are pleased to offer this opportunity to you as one of a select number of students who wish to connect to the St. Louis startup community and to the rich and growing support system. Over the course of the summer you will meet many entrepreneurs and their teams, and visit people and places that support the entrepreneurial community.

The following states the requirements of the program, and your signature acknowledges your understanding and agreement to these requirements. Please address any questions or concerns with Jessica Stanko in the Skandalaris Center BEFORE signing the agreement.

* Program dates are June 3 through August 9, 2019. The mandatory kick-off lunch and orientation will be Friday, May 31, 12-2 pm, and the first day in your organization will be June 3. You will work Monday – Friday at your host organization, with specific hours and any exceptions determined between you and your host.
* Summer Programming is an integral, required part of the Skandalaris Internship experience which provide you with multiple and varied opportunities to connect WUSTL students, host organizations, and the University and St. Louis communities. Attendance is required at ALL events. Wednesday afternoons are reserved for our internship programming
* **You are not excused from** **ANY** afternoon programming. Start-times may vary, but you are required to attend all Skandalaris programming each Wednesday.
* The celebration lunch is scheduled for Wednesday, August 7 at 12 pm on Wash U’s campus.
* Each student will be responsible for creating a blog post about their experiences. We’ll take these throughout the summer and post to our blog.
* You are responsible for securing transportation to and from your internship location and Wednesday programming. Students are encouraged to register for a summer U Pass to reduce transportation costs.
* You are responsible for securing your housing.
* International students must work with OISS to register for OPT.
* You will receive a $5,000 stipend for the ten-week internship paid over the following dates: $500 on May 31, $2,000 on June 28, $2,000 on July 31, and $500 on August 30. The stipend may be taxable and will be reported by the University in January 2019 by a “stipend letter” (not a W-2). You can access this through Wash U’s HRMS.wustl.edu system.
* The Skandalaris Center reserves the right to reduce the final stipend payment to address any issues with performance at the internship or participation or performance during the summer programming.
* Any time off during the summer is expected to be made up, but that is between you and your venture.

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| Best phone number to reach you SP/SU19 |  |
| Please list any dietary restrictions  |  |
| Signature | Date |
| **My signature indicates my understanding and agreement with the above requirements.**  |