

**INTERN LETTER OF COMMITMENT**

The undersigned, hereafter referred to as Intern, if selected to participate in the Florida Blue Key/Bob Graham Center for Public Service Local Government Internship Program (LGIP) agrees to perform the following tasks and understands the constraints of the LGIP 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 the University of Florida in the conduct of their duties as an intern.
- C. The Intern recognizes that they aren't selected for the job until the local government approves their hiring (NOTE: Some local governments may have more strenuous hiring practices for interns than other entities).
- D. The Intern agrees to apply through their Department or the Bob Graham Center for college credits for the internship as soon as possible.
- E. The Intern agrees to inform the LGIP of their employment status, start date, salary (if applicable), and hours as soon as they are notified by the local government.
- F. The Intern agrees to participate in a final evaluation of their performance by their employer assuming the local government wishes to perform one.

This commitment being understood and agreed to by the Intern on \_\_\_\_\_ day of \_\_\_\_\_, 2016 and acknowledged by the signature below.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

LGIP INTERN