

INTERNSHIP ACCEPTANCE/AGREEMENT FORM



06/19/2024 Roaa Mohamed Ramadan Shalabi
Date **FIRST NAME** **MIDDLE** **LAST**

Borough of Manhattan Community College Sophomore
College/University name **Year at school/ Graduate Prog/Professional**

PLEASE RESPOND TO ALL QUESTIONS

n/a 631-507-0174 roaa.shalabi@hiddenhalos-kingdomassets.com
Home Phone **Cell Phone** **Email Address**

401w 130th street
Address

Manhattan New York 10027
City **State** **ZIP Code**

Human Resources Specialist
Position Applied for

02/28/2002 female
DOB **Gender**

Liberal Arts Program Undecided -Undeclared Major/Exploring
Major/Program of Study **Careers**

this is for fieldwork experience yes
Other/indicate if this is for fieldwork **Interested in extending internship or**
experience **returning for credit or**
 volunteer/employment after graduation

School Name Borough of Manhattan Community College **Borough in which school is located;** Manhattan

School Address 199 Chambers St.

Borough of Manhattan Center for Career Development (212) 220-6302
Referred by/program name **program contact info. Name/email/or Tel. #**

PRIMARY LANGUAGE English **List all other languages that you speak**

Race/ethnicity: North African Arabic

Self-described ethnicity:

1. I understand that this internship program is aimed at developing both college and professional students through direct learning, including Experiential Learning with Field Work. Assignments align with individual goals, interests, and academic pursuits for college credits. Teamwork and partnerships may also be involved. **I agree.** [✓]
2. For required internships associated with College or University credits, I commit to submitting verification documents to Hidden Halos. I'll also provide my course description/syllabus and any other relevant school documents. **I agree.** [✓]
3. I commit to receiving guided opportunities aimed at enhancing my marketability. Furthermore, I will ensure to follow up after the internship to provide updates on how the benefits of the internship have contributed to my future endeavors. **I agree.** [✓]
4. I commit to arriving on time for each work shift, whether hybrid, virtual or in person, unless I provide at least 24 hours' notice of my absence. **I agree.** [✓]
5. I commit to being available for meetings and discussions during my work hours, and I will promptly respond to calls and emails from my supervisor **I agree.** [✓]
6. I commit to wholeheartedly work towards the success of my internship. My efforts will not only contribute to my learning but also make use of my knowledge and skills. **I agree.** [✓]
7. I understand that this is a faith-based worksite, and as such, faith-related content and events are integral to the work. I am also aware that the work centers around supporting communities, and fundraising is a crucial part of this process. Fundraising may be based on scheduled events

or projects, either directly through assignments or via collaborative efforts with partner organizations. **I agree.** [✓]

8. I commit to remain open-minded and maintain a growth mindset as I explore what this new internship has to offer. * I will take the initiative to ask questions to further my work and professional development. **I agree.** [✓]
9. I understand that assignments take into consideration students' goals, interests, academic pursuits, and experiential learning for college credits. Additionally, partnership work and/or teamwork may be required. **I agree.** [✓]
10. I understand that all internship work, including company files, data, and information, is confidential and considered proprietary. This material should not be shared with partners, universities, colleges, or any other business without written authorization from Hidden Halos Kingdom Assets (HHKA). **I agree.** [✓]
11. I understand that the following processes and procedures are important. A successful internship is measured by acquiring knowledge, applying my skills, and producing high-quality work. I am expected to:
- a) Maintain Attendance: Regularly clock in/out.
 - b) Submit the weekly Excel log.
 - c) Adhere to the scheduled weekly one-on-one meetings and participate in scheduled events.
 - d) Submit work on a regular basis, including the submission and consolidation of work before the end of the internship. Adhere to deadlines.
 - e) Complete my project(s) and submit the 60-second video clip assignment.
 - f) Attend Performance Review Session(s), submit surveys, and/or participate in exit interviews.

I agree. [✓]

CONGRATS! You are extended an internship offer! We are glad to have you as one of our team members. Accepting an internship is an honor and a commitment. By signing this form, you are confirming that we can count on your enthusiastic participation!

Signature:  Date: 06/19/2024

PRINT Name Roaa Shalabi

Internship start date: 06/20/2024