

Auburn University Internship Housing Eligibility and Provisions

Auburn University Internship Housing Initiative

Eligibility

Summer housing may be available for currently enrolled, non-graduated Auburn University students participating in internships over the 2018 Summer season in the metropolitan area of Washington D.C., depending upon availability. In order to participate students must be Auburn University students in Good Standing.

Interested students must be able to provide proof of participating in an applicable internship experience during Summer 2018 to the Auburn University Internship Housing Initiative coordinator, Mr. M. Torey Palmer. Students unable to provide proof, will not be eligible to participate. Additionally, students must also complete the requisite application online before the stated due date.

If deemed eligible to participate, it is up to the student to arrange accommodations with the participating host families. Auburn University, nor the Auburn University Career Center will match/place a student with a host family

**** Auburn University, nor the Auburn University Career Center, does not recommend or inspect any of the host family accommodations here listed. It is important that all the relevant terms and conditions are set and understood before entering into an agreement with any homestay provider ****

Steps for Access to Host Families and Program Steps

- Step 1:** Apply to participate in the program by visiting the Auburn University Internship Housing Initiative (AUIHI) by visiting the AUIHI website (aub.ie/AUIHI)
- Step 2:** Schedule your appointment with the AUIHI coordinator Mr. Torey Palmer, by utilizing Handshake (log-in to handshake may be found on the Career Center homepage, www.auburn.edu/career) . Under the appointment tab you will select Auburn University Internship Housing Initiative

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Steps for Access to Host Families CONTINUED

- Step 3:** Bring proof of internship participation to your meeting with Mr. Palmer. He will evaluate your proof and determine if your internship qualifies for participation. After receiving approval you will be provided the names and contact information for host families)
- Step 3:** After being granted approval and provided access to host families you may contact them directly to arrange housing. You have ONE WEEK to contact a host family and confirm housing. DO NOT CONTACT MORE THAN ONE HOST FAMILY AT A TIME. After initial contact with host family, we recommend to set up a skype meeting to discuss specific arrangements. Keep in mind that a security deposit may be required by your host family.
- Step 4:** Once you have confirmed living arrangements with your host family, immediately notify Mr. Palmer with the name of your confirmed host family
- Step 5:** Once confirmation has taken place, begin the information exchange between families. See the “Student Checklist” for list of appropriate steps before arrival
- Step 6:** Student must notify Mr. Palmer of safe arrival within the first week of living with host family
- Step 7:** Upon program completion student must supply feedback about experience to coordinator upon completion of program

Right to Access and Code of Behavior Statement

Participation in the AUIHI is a privilege and responsibility granted to Auburn University students. As such, failure to comply with guidelines set forth by the Auburn University Career Center and/or Host Family, may result in termination of your living arrangements/eligibility to participate in future semesters.

Student participants’ conduct reflect not only on themselves but also Auburn University, Auburn University Career Center, and their respective Colleges, Schools, and programs. As such, students are reminded that they are expected to behave and comply with the relevant portions of the Auburn University Code of Student Conduct. Concerns may be addressed to the AUIHI coordinator, Mr. Torey Palmer at palmemt@auburn.edu or 334.844.2188

Safety

Your safety is important to us. Students are reminded in the event of an emergency to dial 911. Familiarize yourself with the emergency plans of your Host Family, and local access to healthcare.