



**Acknowledgement of Intern Handbook
and
Confirmation of Initial Contact with University Field Supervisor**

Please download, initial boxes, sign and date one copy of this form. Bring this form with you to the Texas Woman's University Intern Orientation. Further instructions will be discussed during the meeting.

Intern's Name: _____

University Field Supervisor: _____

My signature below acknowledges that I have accessed the Texas Woman's University Intern Handbook on-line.

1) I have read and fully understand the handbook and supplements and agree to abide by the policies and procedures defined or referenced in the handbook.

2) I have read, fully understand and will abide by the [Texas Education Agency's Educators' Code of Ethics](#), Chapter 247, Rule 247.2, as specified in the Intern Handbook.

As an intern, I realize I have an obligation to inform my university field supervisor of any changes in personal information, such as name, telephone number, email address, etc. that may occur during the semester. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation.

Intern's Signature: _____

Date: _____

(University Field Supervisor Only)

My signature below indicates that I have conducted my initial meeting with my intern on _____ to review all requirements for the intern semester and to schedule my first observation visit.

University Field Supervisor's Signature: _____