

**MARYVILLE UNIVERSITY OF ST. LOUIS  
STUDENT INTERN COMPLIANCE FORM**

Internship Agreement with San Elizario Independent School District

**Student Intern Information**

Full Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

SEISD Campus/Department Assigned : \_\_\_\_\_

Name of University Seminar Instructor: \_\_\_\_\_

School District Supervisor (if known): \_\_\_\_\_

**Student Intern Compliance Requirements**

1. Background Check Clearance

I will provide proof of a cleared criminal background check, as required under Texas Education Code §22.0835 or other applicable law, prior to my first day on campus.

2. Confidentiality and FERPA Compliance

I will maintain strict confidentiality regarding all student records and educational information in accordance with the Family Educational Rights and Privacy Act (FERPA) and school district policy.

3. Professional Conduct

I agree to conduct myself in a professional manner, including appropriate attire, communication, and behavior aligned with the SEISD Board Policy DH (Series) and the San Elizario ISD Employee Handbook.

4. Mandatory Reporting Obligations

I understand my legal obligation to report suspected child abuse or neglect under Texas Family Code Chapter 261 and will follow district protocol in doing so.

5. Compliance with District Policies

I will familiarize myself with and follow all applicable School District policies and administrative procedures, including but not limited to:

- Acceptable Use of Technology
- Anti-Discrimination and Harassment
- Student Safety and Emergency Procedures

6. Health and Safety Protocols

I agree to follow all campus-specific safety procedures, including any public health requirements related to communicable diseases, emergency drills, and visitor sign-in/out procedures.

7. Orientation and Training

I will attend any mandatory orientation or training sessions required by the School District prior to or during my placement.

8. Use of School District Resources

I will use district resources (e.g., devices, software, materials) only for authorized internship activities and not for personal or unauthorized use.

9. Liability and Insurance

I understand that I am participating in this internship as a student of Maryville University of St. Louis and not as an employee of the San Elizario Independent School District. I acknowledge that I am responsible for maintaining my own health and liability insurance coverage, if applicable.

**Acknowledgment and Signature**

I hereby acknowledge that I have read and agree to comply with the above requirements as a condition of my internship placement with San Elizario Independent School District (SEISD). I further acknowledge that the school district may immediately remove me from the campus at its sole discretion. I further acknowledge that I am a volunteer and there is no expectation of compensation. I will comply with all reasonable directives of the school district personnel. I have reviewed the San Elizario ISD employee handbook and Board Policy DH (Series).

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maryville University of St. Louis Representative: \_\_\_\_\_

San Elizario ISD Representative: \_\_\_\_\_ Date: \_\_\_\_\_