



E. FLEMING MASON MEMORIAL

Internship Program

Requirements of the program

1. Interns must be 21 years of age at the time the internship begins.
2. Interns will conduct themselves in a professional manner at all times while participating in the program (i.e. dress, demeanor, language, conduct, appearance, etc.)
3. Interns are expected to participate in **ALL** events (unless excused by the Director of Leadership Education) arranged for you in a demeanor that represents KA accordingly (i.e. Arriving to events improperly dressed or late is not representative of a KA gentleman. These events have been coordinated through or with alumni that are sacrificing their own time and reputation on behalf of the Order).
4. Interns must live in the designated summer housing regardless of other possible arrangements. There are to be no friends or girlfriends staying overnight in the designated living quarters. If this rule is violated, the intern will be sent home immediately. Any violation of George Washington University Housing Policy will result in immediate removal from the internship program.
5. Each intern is required to post two (2) blog entries during their summer stay and post several representative photographs of the entire group together at various events that may be used in printed KA materials or website promotion. Interns are required to help promote and advertise the program by other social networking means.
6. Interns shall write thank you letters to the Kappa Alpha Order Educational Foundation Board of Trustees and donors of the E. Fleming Mason Memorial Internship Program fully describing their summer experience.
7. Interns shall write and mail thank you cards to alumni who have arranged special events/opportunities.
8. Interns are expected to go back to their chapter to lead their chapter as an active member unless they have already graduated.
9. Interns understand that not following these simple guidelines will result in them being removed from the program and sent home at their own expense.
10. The internship program is 100% drug free, any violation of this policy will result in immediate removal from the program, all accrued expenses will be charged to the violator, and major offense charges will be filed with the maximum possible penalty of expulsion.