

C. The site supervisor will be responsible for utilizing the student to her/his fullest capacity, to assign her/him to challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions.

D. The faculty sponsor will monitor the progress of the student throughout the internship and act as a resource as required. The faculty sponsor will establish the criteria for evaluating the internship, maintain communication with site supervisor, debrief the intern, and record course grade in the registrar's office.

Outline of Course Requirements (To be completed by faculty sponsor):

A. As a requirement for the successful completion of the internship, the student is required to submit the following material (outlines, logs, evaluations, final report, presentation, etc.):

B. The site supervisor is required to evaluate the performance of the student on a continuing basis throughout the internship, to meet with the student periodically to inform her/him of her/his progress and to complete the mid-term and final evaluation forms provided by the College. The site supervisor will detail the strengths exhibited by the student during the internship period as well as those areas where improvement is required.

C. The faculty sponsor is responsible for accumulating and evaluating the material provided by the student and the site.

Grading Criteria (To be completed by faculty sponsor):

Grading for this internship will be pass-fail based on the following:

Signatures:

Student: _____ (date) (email address)

Site Supervisor: _____ (date) (email address)

Faculty Sponsor: _____ (date) (email address)

Academic Department Chair: _____ (date) (email address)

Career Development Director: _____ (date) (email address)



Internship Policies and Code of Ethics Agreement

Your initials and signature at the bottom of this form indicate you understand the following details as they are outlined below and agree to the requirements listed.

1. I understand that The Colby-Sawyer College Internship Policies and Code of Ethics apply towards my behavior during any internship assignment. **Initial** _____
2. I understand that permissible work absences include illness or other serious circumstances. I will be responsible to notify the employer and my faculty sponsor in case of absence. **Initial** _____
3. I understand that any changes in my internship status (layoff, cutback in hours, or dismissal) must be reported immediately to my faculty sponsor and Internship Director.
Initial _____
4. I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the employing organization. **Initial** _____
5. If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I will contact my faculty sponsor and Internship Director immediately. **Initial** _____
6. I understand that due to the nature of an Internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the faculty sponsor and Internship Director in consultation with the cooperating employer. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition. **Initial** _____
7. I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them. I have secured health insurance coverage to meet any and all needs for payment of medical costs while I participate in the Internship Program. I assume all risk and responsibility for my medical or medication needs and the cost thereof. **Initial** _____
8. I have provided, and will continue to provide, Colby-Sawyer College with all medical data and any other personal information necessary for a safe and healthy internship experience. There are no physical or mental health-related reasons or problems that preclude or restrict my participation in the Internship Program. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the internship experience. **Initial** _____
9. I understand that the Colby-Sawyer College Internship Director may take actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience. **Initial** _____

10. I will respond to internship offers in the time frame specified by the internship site. After accepting one offer, I will not continue searching for other internships or accept other offers. **Initial** _____
11. I will not change my internship work schedule, including credit hours or contracted hours, without obtaining permission from my site supervisor, faculty sponsor and Internship Director. **Initial** _____
12. I will maintain satisfactory job performance and follow all policies of my employer. If I fail to do so, I may be terminated from the internship. **Initial** _____
13. I will maintain satisfactory academic performance at Colby-Sawyer College and complete all academic requirements associated with the internship. **Initial** _____
14. I authorize investigation of all statements contained in my resume. I understand that misrepresentation or omission of facts shall be sufficient cause for termination of the internship. **Initial** _____
15. I understand my internship may be contingent on a physical exam, immunization confirmation, drug screening and/or background investigation. I understand that in some instances if a background check turns up even minor traffic violations, it may prevent me from qualifying for an internship. **Initial** _____
16. I understand that I may be required to provide evidence of my ability to work in the U.S. **Initial** _____
17. I understand that my employment as an intern is part of an educational program, and I am not entitled to unemployment benefits. **Initial** _____
18. I will comply with the Internship Program Guidelines and Policies and the Colby-Sawyer Code of Community Responsibility. **Initial** _____
19. I will conform to the professional standards of the internship site and will employ high standards of ethical behavior at all times during the internship. **Initial** _____
20. I agree to release to the internship site any necessary information that would enable the internship site to provide reasonable accommodations for my participation in an internship experience if I have a documented disability or limitation. **Initial** _____

Student Signature

Date

