

## **Student Internship Guidelines**

The student agrees to abide by the following Guidelines and Limitations:

### **GUIDELINES:**

- Ask for help when in doubt: Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/she can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor with questions concerning your placement.
- Be punctual and responsible: Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the person whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.
- Call if you anticipate lateness or absence: Call the site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- Respect the privacy of all clients: If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.
- Show respect for the partnership organization you work for: Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, the community is serving you by investing valuable resources in your learning.
- Be appropriate: You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of CSU's ongoing internship programs.
- Be flexible: The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing a positive outcome for everyone involved.

### **MAXIMIZE THE EXPERIENCE:**

**DO** participate in orientation for your internship experience.

**DO** make sure you know whom to contact at the site and at the university in case of an emergency.

**DO** make sure you know how to exit your service site in case of an emergency.

**DO** ask for help from your supervisor or another staff member at your service site when in doubt.

**DO** call your site supervisor if you know you will be late or not able to come in at all.

**DO** show respect for your service site, its staff, and its clients.

**DO** be aware that you are representing your university.

**DO** know that if you are having trouble at your service site, you can talk with your faculty member about it.

**DO** sign-in at your service site every time you are there, and record your service hours on your student service log. This will ensure you receive credit for the hours you have served.

**DO** know that you can request an alternative service site if you are not comfortable with your current site.

### **LIMITATIONS:**

**DON'T** report to your service site under the influence of drugs or alcohol.

**DON'T** give or loan a client money or other personal belongings.

**DON'T** make promises or commitments you cannot keep to a client.

**DON'T** give a client or agency representative a ride in a personal vehicle.

**DON'T** tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability or ethnicity.

**DON'T** tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.

**DON'T** engage in any type of business with clients during the term of your service.

**DON'T** enter into personal relationships with a client or community partner representative during the term of your service.

### **TRANSPORTATION:**

Student understands and agrees that transportation to and from the internship site shall be the sole responsibility of each participating student. Neither the University, nor the Internship site shall assume responsibility or liability for student transportation.

If you feel that your rights have been or may be violated, or that any of the above-stated limitations have been violated, please contact:

Contact Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_