

## Internship Orientation Confirmation

**This form is to be completed as soon as possible once the student has participated in an internship orientation. This is a confidential internal document and should not be given to unauthorized persons. The University department's Internship Coordinator will process, follow-up and maintain this document in the student's file.**

Name: \_\_\_\_\_ Student ID No: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

The internship student should check these items as confirmation that the department has discussed these issues with the student and that the student understands and accepts the general risks and expectations associated with internship participation.

- Know that you (the intern) can contact the department Internship Coordinator whenever you need help.
- The student intern is responsible for transportation to and from the internship site and should carry automobile liability insurance as required by state law.
- If you take public transportation, select the safest route to the Internship Site
- If driving your personal car, be sure to park close to the site in a safe, well lighted area
- In case of a breakdown or a mix up with transportation, carry enough money for an alternate ride home.
- Familiarize yourself with people, places and things in the area that can be of assistance in times of emergency (i.e. know the location of phones, 24-hour stores, police station, etc.).
- Abide by any other terms of employment and regulations required by the Internship Site.
- Make sure you know how to exit the Internship Site in case of an emergency.
- Keep all information about clients you work with confidential.
- Know that you can request an alternative site if you are not comfortable with your current site.
- You should not report to the Internship Site while under the influence of alcohol or drugs.
- You should not give or loan to a client money or other personal belongings.
- You should not give a client or site representative a ride in a personal vehicle.
- Do not tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or site representative.
- Do not 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.
- Avoid any type of business arrangement with clients during your internship period.
- Avoid any personal relationships with a client or site representative during the internship.
- You are reminded that your own personal choices in any situation can affect your safety and well-being, and you are responsible for those choices.
- Use common sense and conduct yourself in a professional manner at all times. Every Internship Site has its own rules, policies, procedures, protocol and expectations, for which you are responsible. Familiarize yourself with the workings of the Internship Site.

I have discussed the above items with my Faculty Advisor or Internship Coordinator and understand the risks associated with my internship.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_