

COLLEGE OF SAINT ELIZABETH

Academic Internship Handbook 2019 - 2020



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This handbook has been designed to supplement the Student Handbook and the Undergraduate Catalog of the College of Saint Elizabeth, which are available online. Its purpose is to acquaint you with policies and procedures specific to the academic internships. This handbook should also be supplemented by the course syllabus from the major course of study.

PROGRAM DESCRIPTION

The academic internship, which may be required depending on the program of study, will provide students with the opportunity to further develop in-depth perspectives within their respective field of study as well as help to prepare students for entry-level employment.

Internships will promote ethical practice in a spirit of service and social responsibility, provide a supportive environment in which students develop professional skills in his/her chosen field, and help prepare students for entry level positions upon graduation.

Within the internship, the students will integrate information from course work into practice and demonstrate professionalism regarding beliefs, values, attitudes and behaviors.

The academic internship is completed with 30 on-site hours per credit. The typical internship is completed in 90 hours for 3 credits. Additionally, each intern must keep a journal and work log, attend supervision meetings with faculty supervisor and/or internship coordinator, and a final assignment determined by the program of study. A maximum of 6 internship credits are allowed toward the major.

College of Saint Elizabeth Academic Internship Program

REQUIREMENTS AND EXPECTATIONS OF INTERNS

There are mandatory meetings with either your Faculty Supervisor or Internship Coordinator. Each intern will review the desired goals and outcomes for the internship with both the Site Supervisor and the Faculty Supervisor, prior to the start of the internship. Please refer to the syllabus within your specific academic program for detailed information.

Prior to the start of internship:

Interns will work with their Faculty Supervisor/Internship Coordinators to identify an appropriate internship site location that will support the student's educational and professional goals. Within this process, each intern must complete an *Internship Approval Form* and Academic Internship Agreement.

Interns must complete the medical records and background clearance *prior* to the start of the internship, where required. Students are responsible for any costs associated with such requirements.

Each student will provide her/his site supervisor with contact information for the Faculty Supervisor/Internship Coordinator.

Each intern will provide Faculty Supervisor/Internship Coordinator with her/his schedule of days and times she/he will be at the internship facility each week.

Each intern must complete the *Liability Waiver and Medical Form* and any other forms required by the internship site.

Each intern should fill out the *Academic Internship Agreement* with their Site Supervisor. The student, the Site Supervisor, and the Faculty Supervisor must all sign this form before it is returned to the Internship Coordinator.

Additionally, each intern must sign the *Student Requirements Agreement*, agreeing to complete all requirements of the internship course. This form should also be returned to the Internship Coordinator prior to the start of the internship. ***This must be done by the Add/Drop deadline!***

During internship:

Each intern will create and maintain a daily journal reporting details of the activities and experience of the internship.

Additionally, each intern must complete an *Internship Work Log* of the hours she/he works at the site. Each log must be signed by the site supervisor and handed in to the Internship Coordinator.

Interns will perform assigned tasks to the best of their ability and will ask questions where there is any uncertainty.

Interns will maintain the confidentiality of names/situations of persons within the site.

Interns will immediately report any problems to the Internship Coordinator.

Upon completion of internship:

Each intern must complete a *Student Internship Self-Evaluation* and return to the Internship Coordinator.

Each intern must provide her/his site supervisor with a *Site Supervisor's Final Evaluation*. The supervisor must complete and return to the Internship Coordinator.

Each intern will be evaluated and graded by the Faculty Supervisor at the end of the semester and completion of internship experience. All listed required materials will be included in the grading process. Refer to internship course syllabus for specific details.

1. Internship Facility, chosen by the student and approved by Faculty Supervisor, must:

- Be able to meet the curriculum goals and objectives as assessed by the Faculty Supervisor.
- Execute a College- or site-generated contract or letter of agreement, where required.
- Be in a geographic location which supports a reasonable commute for intended intern(s) or for faculty supervision, where applicable.
- The purpose of the internship is student learning. The intern will not be required to either take the place of an employee or to fulfill the responsibilities that an employee would otherwise do. Please refer to the US Department of Labor Fact Sheet #71 on pages 12-13 of this handbook for more details.

2. Weekly Schedule Arrangement

Interns will establish a mutually agreed upon internship schedule with their site supervisor upon placement with the facility. Interns and site supervisors will determine a weekly schedule which will be most effective for both the facility and the student's best experience and will not interfere with the student's class time. It is the student's responsibility to obtain and arrange transportation.

3. Adherence to Schedule

Interns are expected to arrive punctually at the internship facility and remain working until the mutually agreed upon time each day.

Permission to be excused or leave early, a request for time off for a religious observance, or to attend a special function (i.e., a family wedding) must be obtained in advance from the Site Supervisor.

4. Emergencies

Interns are expected to make every effort to adhere to the mutually agreed upon schedule with the facility. Unless there is a sudden emergency (car break down) or illness, interns are required to provide notice prior to the scheduled experience.

5. Procedure to Report Absence:

When calling the site, if a voice mail message is left, the intern should leave a phone number where she/he can be reached. **E-mail and/or text message is not an acceptable way to report absence, unless requested by the Site Supervisor.**

Interns must be prepared to make up missed time at the discretion of the Site Supervisor prior to the end of the semester or receive an incomplete grade for the course. Failure to make up missed hours and complete the total number of required hours will result in an "FI" (Failure as a result of an Incomplete).

6. Inclement Weather

In the case of inclement weather, it is the responsibility of the intern to use proper judgment as to her/his ability to make it to the site. The intern should be familiar with the inclement weather policy of the site. Safety of the student should be of the utmost concern when making this type of decision.

Interns must follow the Procedure to Report Absence as outlined above if unable to get to the internship site due to weather.

7. Code of Ethics/Professional Behavior

All interns are expected to be familiar with and abide by the policies of both the College and the internship site.

8. Professional Appearance/Dress

Interns are expected to maintain a professional appearance and dress appropriately for internships. Inappropriate appearance or dress may result in the intern being sent home by facility. Absences resulting from this will be treated as an “unexcused absence,” and a warning will be issued. Please refer to the dress code description provided in this handbook.

Please refer to individual course syllabus for more detail information.

9. Removal of Intern/Breach of Site Requirements

The College recognizes the right of each site to request the removal of an intern whose conduct is not in accordance with existing site policies, rules, and regulations. It is the responsibility of each intern to become informed of the site policies, rules, and regulations. Confidentiality policies of the site regarding the facility, its employees, and patients must be strictly adhered to.

Depending upon the nature of the infraction, interns who have been removed from an internship site may be reassigned to a different facility or receive an incomplete grade for that semester and receive no credit for the internship course during which the infraction occurred.

10. Removal of Intern/Failure to Meet Academic/Performance Expectations

Each site has the right to request the removal of an intern who fails to meet academic requirements and performance expectations. Students who fail remediation instruction and/or fail to show improvement within a reasonable period of practice time may be dismissed from the internship site and may receive a grade of “F” for the course.

11. Cellular Phone Use

Use of cellular phones (voice, downloading, text messaging, etc.) is strictly prohibited during internships. Cell phones should be turned off during work hours and used in designated areas of the internship sites only during breaks. Text messaging and other distractions during internships will not be tolerated. Use of cell phones by employees of the site is NOT an excuse for use by students.

12. Equipment Use

It is the responsibility of the student to know and follow the policies of the facilities where they are assigned with regard to the use of equipment such as, photocopying machines, fax machines, telephones, computers, medical equipment, etc. as applicable. Failure to comply may result in dismissal from the site.

13. Emergency Illness or Injury at Supervised Practice Site

If an intern is injured while at a supervised practice site, the Supervisor at the site (or her/his designee) will be responsible for arranging emergency medical treatment. The intern must complete an incident report (site and CSE) whenever a personal injury occurs. In most cases, interns are not eligible for Workers Compensation from the College or the supervising site. Additionally, health insurance information should be in your possession at all times.

14. Background Clearance

If a Criminal Background Check is required by the site, it is the student’s responsibility to comply. The cost of any such background check is also the student’s responsibility.

15. Program-related Issue

Interns are urged to contact the Internship Coordinator or Faculty Supervisor if they have a program-related issue to discuss. If the issue involves the internship site, the intern should attempt to contact her/his supervisor at the site. If the intern does not feel comfortable with this process she/he should immediately discuss the issue with the Internship Coordinator or Faculty Supervisor to arrive at a mutually agreeable resolution.

16. Disciplinary Action/Written Warning

Disciplinary action will be taken in the event that an intern violates any policy in the *Academic Internship Program Handbook*. A meeting with the Faculty Supervisor will be held, documentation of the meeting will be placed in the intern's file and a written warning will be issued. A copy of the warning will be given to the intern. Interns may be dismissed from the internship course for failure to abide by the Internship policies and procedures, failure to meet the academic standards of the course, violation of the College's academic integrity or substance abuse policy, and violation of professional conduct. Please refer to CSE's Student Handbook for more detailed information.

Students accepted into an internship site are expected to demonstrate professional conduct at all times. Failure to do so will be sufficient cause for disciplinary action and possible termination from the internship and course. Please refer to the CSE Student Handbook.

GENERAL SAFETY TIPS

- There is safety in numbers. Consider finding a partner to travel to and from your internship with.
- Avoid being in a building alone. If it is unavoidable, always let someone know where you are and how long you will be there.
- Keep your cell phone with you, or know where the closest phone is located.
- Report any suspicious person or activity to the closest authority, any time, day or night.
- Vary your walking routines if possible and always stay alert of your surroundings.
- When walking at night, listen for footsteps and voices - be sure that no one is following you.
- Always park and walk in well-lit areas.
- Always make sure your car is working properly and has enough gas in it.
- Keep your car keys in hand before you leave the building.
- Know where the nearest open public building is if you are walking.
- Check the inside and outside of your car before getting in.
- Make sure you lock your car doors immediately upon entering your car.
- Be aware and make smart choices about areas that are surrounded by tall or dense foliage, or alleyways that could be of concern. If you must pass by, walk close to the street.
- If you are concerned about being followed, walk in the street and/or walk into the closest public building and ask for assistance. If there are no public buildings, dial 911 on your cell phone and be ready to hit send if necessary. **ALWAYS KNOW YOUR LOCATION.**

Responsibilities of Site Supervisor

- Provide the student with an orientation to the site that includes training in the responsibilities, regulations, and procedures of the site.
- Share as much information as possible about the site – mission, goals, programs, services overview.
- Monitor the performance of the intern.
- Provide the student with experiences that help her/him meet identified objectives and goals.
- Afford the student with on-going and sound guidance, direction and input.
- Encourage respect from fellow workers toward the intern.
- Contact Internship Coordinator or Faculty Supervisor if you have any issues or concerns.
- Complete an evaluation at the end of the student's service and return it to the Internship Coordinator, listed at the end of the evaluation form.