



CASRO INTERNSHIP/CO-OP POLICIES

The employer is under no obligation to offer full-time employment to the student prior to or after graduation. Likewise, the student is under no obligation to the employer after completion of the prescribed work period(s) for an Internship/Co-op.

Intern Responsibilities: As the student intern enters the company he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures, and professional staff behavior.
2. Adhering to company policies regarding confidentiality and handling of confidential information.
3. Assuming personal and professional responsibilities for his/her actions and activities.
4. Maintaining professional relationships with company employees, customers, etc.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing self-awareness in regard to attitudes, values, behaviors, etc. that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing the faculty coordinator with periodic progress reports.

Employer Responsibilities: It is the responsibility of the employer to provide direct, on-the-job supervision of the student intern which includes the following:

1. Orienting the student intern to the company's structure and operations.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours, and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify with the supervisor as a professional staff member by participating in meetings, conferences, projects, and other personnel functions.
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
8. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal or professional problems that are disrupting the student intern's learning and performance.
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
11. Submitting an evaluation of the student intern's job performance.

Faculty Coordinator Responsibilities: The faculty coordinator assumes overall responsibility for consultation with the company and interns on objectives, agreements, and other job-related tasks. The faculty coordinator is available to the student intern in an advisory capacity in assisting the student intern to achieve the stated objective of the internship. The role of the faculty coordinator involves:

1. Orienting and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship if necessary.