



STUDENT INTERNSHIP EXPECTATIONS

An internship may be the first professional work/learning experience for some students. As an intern, you are representing UNH Manchester, your faculty and yourself. Please check each of the following statements to indicate you understand expectations of professional conduct as an intern:

- I understand that my internship may be contingent on background screening, physical exam, immunization confirmation or other requirements.
- I understand that my internship is part of my academic program and is not employment.
- I understand that I am responsible for completing at least the minimum number of required hours and working through the agreed upon completion date.
- I understand that I must abide by all policies, rules, regulations and guidelines of the internship site.
- I understand that communication between UNH Manchester and the internship site supervisor occurs at minimum, mid-semester and at the end of the semester.
- I understand that withdrawing from the internship course may result in the loss of tuition and a failing grade for the course; simply not going does not constitute a withdrawal from the internship.
- I understand that if I have a serious conflict regarding the internship, or if I can no longer fulfill the obligation, I will immediately notify Internship & Career Planning at 641-4394 or by email at unhm.career@unh.edu and/or my Faculty Advisor.
- I understand that I must conform to the professional standards of my site, including conduct and attire.
 - o I will be prompt, responsible, respectful, and self-motivated.
 - o If I am going to be late, need to call out sick, or need to adjust my schedule, I will notify my site supervisor as agreed upon (via phone call, email, text) with my site supervisor
 - o Hours missed will be made up as agreed upon with my site supervisor.
- I understand I will not use my cell phone for personal use during work hours.
- I understand I will not use the internship site computer, other forms of technology or resources for personal use.
- I understand I must maintain a mature and professional relationship with clients, staff and peers.

Student Signature

Date

PRINT NAME HERE:

Academic Honesty Agreement (required)

The academic internship is a learning opportunity, and as such, it is subject to the same academic honesty policy as all other coursework at UNH. Any attempts to defraud the internship site of hours, misrepresent hours spent at the internship, or fabricate reports are subject to the same academic misconduct penalties as any in class coursework.

By signing this agreement, the intern acknowledges the need to follow the academic honesty policy as outlined in the “UNH Student Rights, Rules, and Responsibilities” handbook.

Student Signature

Date

Photography Release (optional)

I hereby release rights to photographs, video, and statements taken by University of New Hampshire Manchester to use in possible promotional or educational materials, including UNH Manchester’s web site and social media outlets.

Student Signature

Date