

Farmingdale State College

School of Business Internship Program Communication & Conduct Agreement

Student Intern Name: _____ RAM ID _____

1. You are registered to a virtual, asynchronous internship course. You will be assigned coursework. You are responsible for submitting your timesheets. Brightspace is used to communicate assignments. You will earn a grade that will be factored into your GPA. You will be required to pay for this course, out-of-pocket, if you are enrolled in a summer internship. You must check your school email weekly during your internship.
2. You are required to work with the Internship Coordinator to build a résumé that meets the requirements of the program and is approved by the Internship Coordinator. You may participate in a mock interview session, though it is not mandatory.
3. As a student intern, you are representing not just yourself, but Farmingdale State College and your fellow students, both current and future.
4. As a student intern, you are expected to adhere to the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment. Do not use your personal email for work related tasks.
5. You are required to maintain the established work schedule and meet internship obligations, including but not limited to completing 100 hours of work within the semester in which you are registered in the internship course. You must work a minimum of 11 weeks in the spring and fall semesters. If you are interning in the summer, you must work a minimum of 7 weeks.
6. The term “flexible schedule” refers to working with your employer to develop a schedule that works for both parties. Flexible schedule **does not** mean that interns can come and go without notice. Schedule changes must be communicated in advance.
7. You are expected to complete both the Student Competency and the Student Feedback surveys for the School of Business Credit Bearing Internship Program, prior to the end of your internship.
8. You are responsible for recording the hours you worked in FSC’s Axiom Mentor database. You are also responsible for submitting your weekly timesheet to your supervisor for approval.
9. Any changes in your internship status must be reported immediately to the Internship Coordinator. Please do not quit your internship without first speaking with your Internship Coordinator. It is important that you understand that if you are terminated for cause by the employer prior to completing 100 hours of work you will not receive credit for the experience.
10. You must use appropriate written and oral communication in all interactions with all supervisors, employees, clients and the general public.
11. You must observe all established safety rules and avoid unsafe work practices.
12. Student interns should demonstrate respect, honesty, cooperation, integrity, courtesy, and a willingness to learn. Student interns should engage in positive, ethical, and legal behavior.

By signing this document, I acknowledge that I understand and agree with the professional standards of the internship program as listed above. I understand if any aspect of the code of conduct is not adhered to, I may be at risk of losing good standing.

Student Intern Signature

Print Name Here

Date

RAM Number