

## STUDENT INTERN AGREEMENT

### Carefully review the terms below of your internship and course.

#### **Section 1 – Code of Professional and Ethical Conduct for Student Interns**

As a Manhattanville College intern, you are representing yourself, the College, and your fellow students, both current and future. As an intern you are expected to maintain a professional relationship with your internship employer at all times. This includes:

- Adhering to the employer's employment policies, practices, procedures, dress code, and/or standards of conduct
- Adhering to the work schedule established with your on-site supervisor
- Notifying / consulting your supervisor if you must alter your work schedule, including lateness, absences, and alterations to your, start date, end date, or entire schedule
- Using appropriate written and oral communication in all interactions with all supervisors, employees, clients, and constituents of your internship site
- Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn
- Engaging in positive, ethical, and legal behavior
- Notifying the Center for Career Development immediately of any concerns

If at any time you have questions or concerns about your internship, including a strong deviation from your learning contract, a lack of assigned work, or if you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you must contact the Center for Career Development immediately for assistance.

Students are not to leave their internships prior to their agreed-upon end date (with or without notice to their employers) before consulting the Center for Career Development. In addition to maintaining positive relationships with employers, students must investigate the implications to their CCD services, registered courses, academic program, and paid tuition (for Summer sessions or credit overloads) before terminating their internships. If an emergency occurs, students should notify the CCD as soon as possible.

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#### **Section 2 – Release of Information**

By digitally signing below, I hereby acknowledge my understanding that the Manhattanville College Center for Career Development may share my academic, contact and internship information with my internship site without my expressed permission. This data sharing is permitted under FERPA because Manhattanville College has determined that my internship provider has a "legitimate educational interest" in my academic record and requires an information exchange about me in order to manage my internship.

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#### **Section 3 – Registration and Course Agreement**

I agree to complete any academic work assigned by my Faculty Internship Advisor, and any associated responsibilities required by the Center for Career Development. I also acknowledge that the number of credits and grading method listed on this form may not be changed after the Add/Drop period.

I agree to abide by all policies and procedures as stated in Manhattanville College's publications including payment of all charges and collection fees. I realize I am solely responsible for selecting the courses needed for my degree. I am aware that I cannot register the same internship role within a company twice for credit, and that registering for any repeat course may affect my financial aid.

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#### **Section 4 – International Student Agreement**

All F-1 International Students must do their internship for academic credit.  
(Be sure you selected Internship for Credit under "Internship Type")

An internship for academic credit requires:

- Completing one academic year in F-1 (or another lawful non-immigrant status)
- Completing 30 credits that are listed on your transcript (usually after freshman year)
- Declaring your MAJOR
- Having a Social Security Number (if you don't have one, come to the OISS)
- Accepting an internship offer with start dates and end dates that fall within the start and end dates of the academic semester.
- Registering for credit (usually one, but up to three) in the semester the internship is worked. Meaning you cannot register for credit for the fall if the internship is during the summer.
- Signatures: Get Internship forms signed by appropriate faculty, administrator, and supervisor
- Bring Passport, I-20 and offer letter to OISS
- OISS will authorize your I-20 with this internships (but only after we have a letter)
- All paperwork takes approximately one week so plan accordingly.

You CANNOT start working before this paperwork is COMPLETED!

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*Please select your responses and type your name to sign digitally. Please contact the Center for Career Development if you have any questions or concerns before signing.*