

## **INTERNSHIP GUIDELINES**

The following guidelines have been established to insure a productive and informative internship experience. These guidelines are to be used in conjunction with those set by the intern's supervising professor and degree program. They will be used, in part, to evaluate the intern's progress and performance.

### **ATTENDANCE**

Attendance is an important part of the internship experience. Adherence to a set schedule demonstrates dependability and professionalism. The following guidelines are presented to insure consistent attendance.

1. The intern and the Vocational Specialist will establish a schedule within the first week of the internship. Any modification in the schedule must be discussed with and approved by the Vocational Specialist.
2. Attendance will be monitored with a daily "sign-in" form, which will be reviewed by the Vocational Specialist on a weekly basis. This may be combined with an attendance form supplied by the supervising professor.
3. Any absences must be first approved by the Vocational Specialist. Excessive absenteeism or lack of prior notification will be reported to the supervising professor and the continuation of the internship will be discussed. In the event of an emergency, the intern will contact the Vocational Specialist as soon as possible.
4. The Vocational Specialist will adopt all attendance guidelines set by the intern's supervising professor.

## **CONFIDENTIALITY**

Confidentiality is necessary to establish an evaluator-consumer relationship. Maintaining confidentiality demonstrates professionalism and respect for both consumers and one's employer.

1. The intern will be required to maintain the confidentiality of the consumer's identities at all times. The intern may use test results, personal histories, and other information in a limited manner for academic purposes. The Vocational Specialist and/or Director of Vocational Services to insure confidentiality must review papers or reports referring to consumers.
2. The intern will be required to maintain the confidentiality of UpLiftd, Inc. as a whole. Meetings, memos, correspondence, billing practices and all other internal working of the company are to be respected and must remain confidential.
3. Any knowing breach of confidentiality will result in immediate termination of the internship. If it is unclear whether or not the breach was intentional, the Vocational Specialist, Director of Vocational Services and supervising professor will discuss continuation of the internship.

## **GOALS AND EXPECTATIONS**

In order to take full advantage of the internship, it is important that realistic goals are established. An intern is expected to set goals and reach them, prioritize duties, manage time, and organize tasks. Developing and exhibiting these abilities are essential to being a professional.

1. Before the start of the internship, the intern will discuss goals and objectives with the Vocational Specialist. Together an outline for the internship will be developed. This outline will be used in evaluating the intern's progress and performance.
2. Specific goals of the supervising professor will be adhered to in the internship outline.

## **SUPERVISION**

As with any employee, the intern receives supervision and guidance. Responding appropriately to authority figures and accepting supervision is an integral part of being a professional.

1. The intern will be directly supervised by the Vocational Specialist and will be accountable to the Director of Vocational Services.
2. Although the Vocational Specialist will assign duties, the intern may receive additional tasks from other staff members.
3. The Intern is expected to adhere to all company policies as presented by the Vocational Specialist and the Director of Vocational Services.
4. Any problems regarding acceptance of the supervision will be reported to the supervising professor and the continuation of the internship will be discussed.

I, \_\_\_\_\_, have read the Internship Guidelines for my internship at UpLiftd, in. I agree to follow these guidelines and understand that they will be used in evaluating my progress and performance. Additionally, I understand the disciplinary actions that will be taken if I neglect to follow these guideline.

Intern Signature \_\_\_\_\_

Date \_\_\_\_\_