

Internship Information for Site Supervisors

INT100 and INT200 Internships

The Endicott College INT100 and INT200 internships are two-credit experiential learning courses in which students complete a structured 120-hour* internship and related academic assignments. Students attend a series of pre-internship classes prior to their internships. These courses are a graduation requirement for each student. Through the internship field experiences, students have the opportunity to gain exposure to a work environment related to their major, develop essential professional skills, make professional contacts, share their ideas, and apply what they have been learning in school. Sponsors gain eager interns to contribute and learn from their internship mentors!

*Students are expected to complete 120 hours at the internship site unless alternative arrangements have been approved by the internship faculty.

College Requirements

- All proposed internships must relate to the student's academic field of study.
- All students must have their proposals approved prior to the start of the internship.
- Any change in the location of an internship requires a new proposal.
- Students are expected to complete 120 hours at the internship site unless alternative arrangements have been approved by the internship faculty.
- Additional assignments, outside of the field experience, are required as described in each course syllabus.
- Two credits are granted for the successful completion of each internship course.

Sponsor/Site Supervisor Responsibilities

- Provide an internship opportunity of at least 120 hours unless alternative arrangements have been approved by the internship faculty.
- Provide an orientation to your organization.
- Assist the student in establishing goals for the internship.
- Set clear expectations. Discuss work expectations, responsibilities, how work is evaluated, and workplace policies and procedures.
- Place the student in an activity that provides maximum exposure to the major field of study.
- Provide a workspace for the student if the student is completing their internship onsite.
- Provide ongoing supervision and direction to the student.
- Complete a timesheet confirming the hours worked and a final evaluation on the student's performance. Forms are provided by the College.
- Notify the College if the student does not meet the agreed-upon work expectations or number of hours.
- Financial compensation is not required by the College. The matter is left entirely to the individual organization. Please see [paid internships](#) for more information.

Student Responsibilities

- Complete all pre-internship course requirements.
- Submit your internship proposal for approval by your internship faculty. Do not commit to your site prior to receiving approval by your internship faculty.
- Connect with your internship site in the weeks prior to the start of your internship.
- Understand expectations for start date, time to arrive at work, and dress code.
- Draft your internship goals, and meet with your supervisor at the start of your internship to review.
- Perform all internship duties with willingness, professionalism, and interest.
- Be sure that your signed timesheet and completed supervisor's evaluation are returned submitted prior to the internship end date.
- Promptly bring to the attention of your internship faculty any concerns or problems you have while out on your internship.

The Semester Internship

The semester internship is typically a full-time* 14/15-week field experience. During the internship, students are also registered for an internship seminar course (course code 480) that they must attend each week. Upon successful completion of the internship and seminar, the student receives 12 academic credits.

*Students are typically at their internship site 4 days per week averaging 8 hours per day. However, exceptions may be allowed depending on industry standards and approval from the internship faculty and school dean. [Click here](#) for our Co-Op policy.

College Requirements

- All proposed internships must relate to the student's academic field of study.
- All students must have their proposals approved by the assigned internship faculty and school dean prior to the start of the internship.
- Any change in the location of an internship requires a new proposal.
- A site visit (in person or remote) will be made within the first six weeks of the internship on a day and time convenient for the site supervisor.

Sponsor/Site Supervisor Responsibilities

- Be a mentor for your intern.
 - Answer questions and provide guidance and feedback regularly.
 - Help the intern to understand the specifics of your department, the company/organization, and the professional industry or field.
 - Encourage the student to be an active learner and problem solver.
- Assist the intern with formulating learning objectives.

- Come to an agreement on the intern's required learning objectives and responsibilities.
- Provide resources that will facilitate the accomplishment of those goals.
- Please see the sample site supervisor evaluation. For a deeper understanding of the student's academic requirements please ask your intern for a copy of their semester internship seminar syllabus.
- Provide a structured work experience.
 - Give the intern specific tasks and timelines with explicit performance criteria.
 - Schedule weekly check-in meetings to discuss the intern's progression on assigned work and projects.
 - Agree upon an action plan that will be reviewed at the next check-in meeting.
- Provide an onboarding process to the intern.
 - Discuss the common expectations for professional behavior such as arrival and departure times from work, dress, personal phone calls, time off for appointments, etc.
 - Introduce them to other employees and make sure they have all of the necessary resources to complete their work.
- Communicate to the semester internship seminar faculty or the internship faculty as soon as possible if any problems arise that you are unable to resolve with the intern.
- Fill out the semester internship supervisor evaluation. A link to the evaluation will be emailed to the intern's supervisor toward the end of the internship.

Internship Faculty Responsibilities

- The internship faculty (along with the school dean) approves the student's proposed internship site.
 - The Internship Office then sends an email confirmation to the site supervisor.
- Initiates an introductory phone call to the site supervisor when an organization is accepting an Endicott intern for the first time.

Semester Internship Seminar (480) Faculty Responsibilities

- Assists in the development of learning objectives (goals) and approves the learning agreement.
- Conducts regular check-ins, a site visit, and is responsible for tracking progress on the learning objectives.
- Assigns readings, projects, papers, and reflective journals designed to integrate the student's prior academic work with the internship experience.
- Determines the final grade for this 12-credit field experience.

Student Responsibilities

- Complete all pre-internship course requirements.
- Submit your internship proposal for approval by your internship faculty. Do not commit to your site prior to receiving approval by your internship faculty.
- Connect with your internship site in the weeks prior to the start of your internship.
- Understand expectations for start date, time to arrive at work, and dress code.
- Complete the learning agreement. Draft your internship goals, and meet with your supervisor during the first week to receive feedback and suggestions.
- Perform all internship duties with willingness, professionalism, and interest.
- Submit signed timesheets and completed supervisor evaluation before the completion of your internship.
- Promptly bring to the attention of your internship faculty any concerns or problems you have while out on your internship.
- Complete an evaluation of the internship site. This information is available to all students when researching internship sites.

The Learning Agreement

- The Learning Agreement is used to help the student articulate learning objectives and to provide a framework for the student and site supervisor to structure the intern's time during the internship. A minimum of four goals should be developed.
- The student should secure all signatures and hand in a final copy of the learning agreement to the faculty supervisor and to the site supervisor shortly after the start of the internship.

ADDITIONAL INFORMATION

Paid vs. Unpaid Internships

While Endicott does not require its interns to be paid for their work, we strongly encourage employers to consider the benefits of paying interns, the impact of unpaid internships, and alternative forms of compensation. We are committed to providing equitable access to internships and providing support, including the opportunity for students to be in campus housing for their summer and winter internships, a travel stipend and discounted MBTA passes.

Benefits of paying interns

- Paid internships attract more candidates, and likely the most qualified candidates
- Paying interns demonstrates the value they bring to an organization

- Paid internships create equity in the workplace; many students simply cannot afford to do unpaid internships, for the reasons cited below

Impact and potential costs to students and employers for unpaid internships

Because **students** are typically away from campus during their internships and devoting significant time to them, they incur costs related to these experiences, including:

- Meals—students cannot access their campus meal plans while at their internship sites
- Travel expenses to and from their sites—train, parking, gas, wear and tear on their vehicle
- Limited hours for paid employment based on their internship schedule—many students work part-time while in school and often have to reduce their hours at paid employment in order to complete their internships
- Cost for professional clothing needed to dress appropriately for their sites

Employers could face financial risk if having an employee is misclassified as an unpaid internship according to the U.S. Department of Labor's [Internship Programs Under the Fair Labor Standards Act](#).

Alternative forms of compensation

If your organization is unable to offer an hourly wage, please consider whether your organization could offer an intern any of the following alternative forms of compensations:

- Stipend for expenses related to the internship, such as travel, meals, housing
- Paying for professional development opportunities such as conferences, professional meetings, trainings, etc.

A note about academic credit

Although our students are taking their internship for credit, course credits and compensation should not cancel each other out. Credits help to document student learning with the college, and students pay tuition for the credits. Compensation helps to account for the value the intern will create for your organization. Therefore, academic credit alone is insufficient as compensation and should not be used to justify an unpaid internship.

Additional resources

The National Association of Colleges and Employers (NACE) has issued a [position statement](#) on unpaid internships, calling for federal action to address the problems, particularly around equity, of unpaid internships.

Additionally, the U.S. Department of Labor provides a [fact sheet](#) regarding internship programs under the Fair Labor Standards Act.

Cannabis Policy

Endicott College policy regarding posting jobs and internships and approving internships in cannabis-related areas: Endicott College will not approve job postings or internships involved with the use, production, testing, or distribution of recreational or medical marijuana. Under the

federal law known as the Drug Free Schools and Communities Act, the unlawful possession, use or distribution of marijuana by students and employees on its property or as part of any of its activities is prohibited, and other federal laws also place prohibitions around marijuana. Endicott College complies with applicable federal laws. Updated 3/16/2022

Co-Op Policy

Students are able to complete co-ops that extend beyond the typical 14/15-week semester and/or may require students to work more hours per week. Co-ops are approved through the same proposal process as semester internships. Students are then registered for a zero-credit course either in the summer or winter session to maintain their student status.

Internship Dates

Internship start and end dates are determined by the academic calendar (coincides with the first and last day of classes for the semester) and are listed in confirmation emails as well as the [Key Dates](#) document. Students are not required to work for their internship sites on days the College is closed or during official student breaks. Examples include:

- Campus closure due to weather/emergency events
- Holidays observed by the College
- Formal break periods in the semester (Thanksgiving week for fall and spring break for spring)

Emergency Information

In the event of an emergency (health-related or otherwise) that requires immediate action, please follow your organization's protocols and contact our Public Safety office (978-232-2222) so that we can best support the student.

Site Supervisor Evaluation Form - Sample

Thank you for participating in the Endicott College Internship Program. The purpose of this Endicott Internship Performance Evaluation form, is to:

- Gather information, which will provide a clear, objective assessment of the student's learning experience, the attainment of goals, and the professional development achieved over the internship period.
- Obtain feedback on the internship program, the site and the field in which the student is working.
- Assist in determining the student's grade.

If at any time you wish to save this evaluation and return later, please click the **SAVE** button below.

You can access the evaluation again by clicking the link in the invitation email, and you will be able to pick up where you left off.

Use the **NEXT** and **BACK** buttons at the bottom of the screen to navigate back and forth through the evaluation form.

Deadline to submit this evaluation for {stu_name}: {submit_deadline}

Student:

Organization:

Supervisor/
Evaluator:

Supervisor
Title/Position:

Supervisor email:

Supervisor
Phone:

Please rate {stu_name}'s performance in the following areas:

A. Ability to Learn

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Asks pertinent and purposeful questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Seeks out and utilizes appropriate resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts responsibility for mistakes and learns from experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Shared project and workplace communication tools were used effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

B. Reading/Writing/Computation Skills

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Reads/comprehends /follows written materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communicates ideas and concepts clearly in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works with mathematical procedures appropriate to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

C. Listening & Oral Communication Skills

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Listens to others in an active and attentive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Effectively participates in meetings or group settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates effective verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

D. Creative Thinking & Problem Solving Skills

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Breaks down complex tasks/problems into manageable pieces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates ability to think critically and apply analytical processes to solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is able to make decisions and recommend actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

SAMPLE

E. Professional & Career Development Skills

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Exhibits self-motivated approach to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates ability to set appropriate priorities/goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibits professional behavior and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

SAMPLE

F. Interpersonal & Teamwork Skills

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Manages and resolves conflict in an effective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Supports and contributes to a team atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates assertive but appropriate behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The student was responsive to mentoring and feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

G. Organizational Effectiveness Skills

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Seeks to understand and support the organization's mission/goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fits in with the norms and expectations of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works within appropriate authority and decision-making channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

SAMPLE

H. Basic Work Habits

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Reports to work as scheduled and on-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibits a positive and constructive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dress and appearance are appropriate for this organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

I. Character Attributes

	N/A	Not Observed	Unacceptable	Below Average	Average	Above Average	Excellent
1. Brings a sense of values and integrity to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Behaves in an ethical manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Respects the diversity (religious/cultural/ethnic) of co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

K. The Intern:

What would you identify as {stu_name}'s strong points?

What areas would you suggest could be improved?

Were the internship Learning Objectives (Goals) accomplished by the end of the internship? Please explain.

Based on your experience with this internship, are Endicott students prepared for entry-level employment in this field? Please explain.

If this was a remote internship, please provide feedback on how successful this was compared to an on-site internship and any suggestions for the future.

How, if at all, is your organization utilizing AI in your hiring practices (including Applicant Tracking Systems)?

How important is knowledge of AI for your industry?

- Not At All Important
- Slightly Important
- Moderately Important
- Very Important
- Extremely Important

As AI continues to evolve in the workplace, what specific AI related skills and tools would you recommend for students to be prepared for entry-level employment?

SAMPLE

L. The Internship Program:

**Please let us know if you are interested in sponsoring another intern and whether the internship would be on-site, remote, or a hybrid of both
(Please select all that apply)**

- 3 Month, Semester Intern (Full-Time)
- 120 Hours, Summer Intern (Part-Time or Full-Time)
- 120 Hours, Winter Intern (Full-Time in January)

3 Month, Semester Intern (Full-Time)

- On-Site
- Remote
- Hybrid

120 Hours, Summer Intern (Part-Time or Full-Time)

- On-Site
- Remote
- Hybrid

120 Hours, Winter Intern (Full-Time in January)

- On-Site
- Remote
- Hybrid

In general, what skills do you think are essential for today's college graduates?

What changes, if any, do you believe should be implemented in the curriculum to better prepare future students for your organization?

Please suggest ways to improve our assistance to internship supervisors and/or ways to improve our Program in general.

SAMPLE

Accommodation Guidelines for Internships and Specialized Experiential Learning

Overview

Endicott College is committed to fostering a supportive and inclusive educational environment for all students, both in the classroom and during internships. This includes ensuring equal access to programs and services for students with disabilities.

All undergraduate students at Endicott are required to complete three internships. Additionally, students in nursing, education, and athletic training programs engage in specialized experiential learning through clinicals, pre-practicums, and student teaching. Students enrolled in internships may need reasonable accommodations to have equal learning opportunities as their peers. Those needing accommodations should contact the Center for Accessibility Services (CAS) to discuss their needs before starting their internship, as accommodations in an internship setting may differ from those in the classroom, i.e., testing accommodations may not pertain to the internship setting and physical accessibility may need to be considered at sites.

An accommodation is considered reasonable if it:

- Addresses a disability-related barrier,
- Allows full participation in the educational experience,
- Enables performance of essential functions,
- Does not pose a significant risk of harm to the student or others,
- Does not impose an undue burden on the institution.

Internship sites cannot refuse or dismiss students based on a slightly increased risk, speculative future risks, or generalizations about a disability.

Since accommodations are assessed on a case-by-case basis, early notification allows CAS to collaborate with students, advisors, faculty, and internship sites to develop and implement an appropriate accommodation plan. Each party plays a role in ensuring these accommodations are properly implemented.

Responsibilities

Student:

As you progress through your program of study, it is important to engage with your academic advisor regarding your degree requirements and your internship faculty about internship requirements early on.

If you anticipate needing accommodations for your internship, please complete the accommodation process through the Center for Accessibility Services (CAS). Ideally, this process should be completed in advance of the internship site selection. This process involves:

1. Completing the Accessibility Services Accommodation Request Form.
2. Submitting the necessary supporting documentation.
3. Meeting with CAS staff to discuss your needs.

For any questions or additional guidance, please contact CAS at access@endicott.edu.

Please be assured that CAS will not disclose any information about your disability or approved accommodations to external organizations without your explicit consent. You have the right to disclose this information at your discretion, and CAS is available to support you throughout this process.

If you elect to share your need for accommodation(s) and/or your disability with your internship site, you, with the support of your internship faculty member and CAS, as needed, will discuss your accommodation plan with the internship site supervisor to help facilitate the accommodations.

Should you encounter any issues or concerns related to your accommodations, do not hesitate to reach out to CAS.

Endicott's Internship Faculty:

1. In conjunction with the internship site, clearly communicate to the student the competencies, expectations, and standards required for internships and the essential eligibility requirements and necessary functions of a specific site.
2. If a student elects to share their need for accommodation(s) and/or their disability with their internship faculty member, the **faculty member will:**
 - a. Collaborate with CAS to discuss the student's specific needs and help identify appropriate accommodations and internship sites.

- b. Contact CAS if there are any questions about the applicability of the student's accommodations or if there are concerns that the accommodations may fundamentally alter the internship requirements.
3. If, at any point, the site is unwilling to respond to the College's legal mandate to provide accommodations to students with disabilities, the internship faculty member, in collaboration with xxx480 instructors, school deans, and CAS, as appropriate, is responsible for assisting the student in identifying an alternative experiential learning opportunity.

Internship Site:

1. The internship site agrees to uphold all policies within the Site Supervisor Handbook.
2. The internship site ensures that students with disabilities have an equal opportunity to participate fully in the internship experience, including the provision of reasonable and appropriate accommodations determined by the College.
3. When a request for accommodation is initiated, meet with the internship faculty member and CAS, via an online meeting and/or phone call, to discuss a student's approved accommodation for the internship site.
4. It is the student's decision whether to share specifics about their disability. Information related to the student's disability or accommodations are confidential, and should not be disclosed to others without the student's written consent. Please limit discussions of a student's disability or accommodations to private conversations with the student and, when appropriate, the student's internship faculty member and CAS.
5. Ensure that the student's approved accommodations are implemented at the internship site, in coordination with the CAS.
6. Ensure that the student is evaluated on essential competencies, activity expectations, and behavioral and technical standards of the internship program, not the student's disability status. Internship requirements should be communicated at the onset of the internship.
7. Contact CAS if there are any questions about the student's accommodation plan.

Center for Accessibility Services:

1. Meet with the student to discuss possible accommodations for the student's internship experience.
2. Manage the interactive process with the student, the student's internship faculty, career center staff, school dean, and/or the internship site to formulate a reasonable accommodation plan for the specific site.

3. Determine reasonable and appropriate accommodations to support and facilitate equal access for the student.
4. Distribute the accommodation letter detailing the approved accommodations to the student, internship faculty, school dean, and the appropriate internship site personnel.
5. Provide consultation and serve as a resource to the student, career center, internship faculty, and the appropriate internship site personnel if any questions arise about the student's accommodations.
6. Coordinate and provide the auxiliary aids or services necessary to support a student's access in the internship.

Additional Considerations:

Disability Disclosure

Students with disabilities are not required to disclose the presence of a disability to the institution or to the internship site unless seeking reasonable accommodations. The decision to disclose is personal and complex. Disability disclosure may not be necessary if the student is placed in an environment that is already accessible to them.

Site Selection

Site selection can be the most critical step toward creating an optional learning experience. During this stage, students should work closely with their school and internship faculty to identify sites that align with their professional interests, personal perspectives, and qualifications. Students should consider the nature of the work environment and required duties/responsibilities.

Application or Interview Process

Any application or interview process associated with an internship should be made accessible to students with disabilities. During the interview process or application stage, the site cannot ask questions about a student's disability, whether observable or voluntarily disclosed. Neither can the site ask whether reasonable accommodations are necessary. However, it is appropriate to ask a student how they would perform a specific function, task, or activity that is required for the internship placement.

Request for Accommodations in Internships

Whenever possible, students should request accommodations proactively or as soon as they can reasonably identify a need. However, requests for accommodations may be

made at any point during a student's internship, as a student encounters a barrier related to their disability.

Accommodation Appeal & Grievance Procedure

At times, the College may deny a requested accommodation based on a lack of supportive documentation, the impact of undue hardship, the risk to the health and safety of our community members, or concerns that the requested accommodation would fundamentally alter the nature of the College's academic objectives and technical standards. In these instances, if a student disagrees with the decision made by the Center for Accessibility Services, the student can file an informal or formal appeal.

Further, Endicott has established an internal grievance process for the prompt and equitable resolution of complaints of discrimination prohibited by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the ADA of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

This procedure pertains to any accommodation denial. Students can submit an appeal or a formal grievance through our [Endicott College website](#).

Endicott College

Code of Professional and Ethical Conduct for Student Interns

General Requirements

While interning at your site, you are representing not only yourself, but Endicott College and your fellow students. Whether you do well or not at your site may have implications far beyond you and your current situation.

You are responsible for following all policies and procedures outlined by the Internship Program at Endicott College. You should also adhere to the Behavior Policies, Standards, and Procedures outlined in the College's Student Handbook while participating in internships. You are responsible for all coursework associated with the internship (please refer to the course syllabus).

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct while interning. To avoid any misunderstanding, you should obtain clarification regarding such matters from your employer when you begin your assignment.

You must keep your Internship Faculty and sponsoring employer apprised, at all times, of your current email address, mailing address and telephone number. You need to provide correct contact information for your Site Supervisor because the information will be utilized to deliver evaluations to the appropriate person. Any changes in your Site Supervisor's contact information should be reported to your Internship Faculty.

Permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You are responsible for notifying your employer and Internship Faculty immediately in case of absence. In cases of campus-wide emergency or inclement weather, please adhere to announcements issued by the EC Alert system.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, perceived harassment, discrimination, etc.), you need to contact your Internship Faculty immediately.

Due to the nature of an internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by your Internship Faculty in consultation with the cooperating site sponsor. Any changes in your internship status (layoff, cutback in hours on site, or dismissal) must be reported immediately to your Internship Faculty. A dishonorable dismissal will jeopardize your grade and credit.

Specific Requirements

- A professional setting with an approved supervisor is required.
 - Students offered an opportunity in an employer's home office need to consult with their Internship Faculty to ensure that it is a safe and appropriate work environment. - Students are not permitted to intern alone at a client's residence.
- Internships with parents or siblings acting as supervisors are not permitted.
- You will conduct yourself in a professional manner at all times. This includes, but is not limited to:
 - Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site; you must also honor nondisclosure agreements and respect the social media/web policies issued by the site.
 - Reporting for the internship on-time.

- Using appropriate written and oral expression in all interactions with college personnel, managers, supervisors, employees, the public and clients.
- Participating in any orientation or testing required by the internship site.
- Observing all established safety and sanitation codes.
- Engaging in positive, appropriate, ethical, and legal behavior.
- Accepting responsibility and accountability for your decisions and actions while at the internship site.
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.
- Students participating in remote meetings during their internship must be on-camera unless specifically requested not to by their sponsoring site. A neutral and professional background should be utilized during video meetings.

I understand that if I do not adhere to the Code of Conduct, I may be at risk of losing academic credit, or be subject to grading penalties. If you have questions about any part of this Code of Conduct, then please contact your Internship Coordinator for clarification.