

INTERNSHIP ETHICAL CONDUCT AGREEMENT

While interning at my site, I am representing not just myself, but NYIT and my fellow students, both current and future. Whether I do well or not at my site may have implications far beyond my current situation. In recognizing such, I agree to the following principles of professional and ethical conduct outlined below.

I will:

1. Accurately present qualifications, interests and personal, academic and professional information when applying and interviewing for internships.
2. Interview and complete employment procedures only if there is a sincere and genuine intent to accept an internship.
3. Notify the Career Services staff of interview appointments and acceptance or rejection of employment offers immediately.
4. ALWAYS follow up on every call from employers, staff and/or faculty.
5. Keep all appointments scheduled with employers unless extenuating circumstances arise, at which time the employer must be notified. Failure to contact the employer will be noted in my file.
6. Discontinue the job seeking process once I accept an employer's job offer and I will report my hire on Career Net.
7. Immediately notify the Career Services staff and other employers with whom offers may be pending after accepting an internship offer.
8. Register and pay for the appropriate number of internship credits during each registration period, when applicable.
9. Agree to adhere to the all NYIT policies, rules, and regulations published in the NYIT Student Handbook.
10. Complete an orientation session offered by Career Services.
11. Attend one reflection session offered by Career Services at the end of the internship experience.
12. Complete all internship academic requirements (learning agreements, research papers, projects, journals, etc.) in a professional and scholarly manner and submit them by the appropriate deadlines.
13. Adhere to the academic integrity policy standards listed on the NYIT website. Breaches of academic integrity will be forwarded to Campus Life to address the need for judicial action.
14. While on the job, be subject to the internship employer's rules and regulations regarding confidentiality, work hours, dress code, etc.
15. Refrain from conducting personal business during work hours utilizing employer's resources (e.g., telephones, photocopiers, computers, email, facsimile machines, etc.).
16. Carry out all job assignments and responsibilities in a reliable and efficient manner.
17. Be open to constructive criticism in supervisory comments and evaluations.
18. Notify the Career Services staff immediately should any problems or changes in employment status occur.
19. Honor the semester long commitment to the employer, internship faculty advisor and Career Services staff.

Students who receive a failing grade for their internship course, receive a poor employer evaluation, are terminated from their internship positions, and/or fail to comply with the principles of ethical conduct outlined above, may not be permitted to participate in other Career Services programs without written permission of the Dean of Career Services. In signing this document, I understand and agree to adhere to these principles of ethical conduct.

Student PRINT NAME and then sign

Date

Career Services Staff Signature

Date

Career Services contact information:

Old Westbury Campus
David G. Salten Hall, Room 3
Phone: 516.686.7527
Fax: 516.686.7508

Manhattan Campus
26 W. 61st St., Room 211
Phone: 212.261.1537
Fax: 212.261.1670

www.nyit.edu/cs

@nyitcareer

