

Wilkes University

Wilkes University Cooperative Education & Internship Agreement

Student Name: _____ Semester of Internship _____

- I have met with a Student Development /Internship Advisor and reviewed my internship responsibilities, which are outlined below.
- My faculty Coordinator, who is _____, will grade my assignments and assign my final grade.
- My internship is for ____ credits, which requires I work a minimum of ____ hours. I plan to reach the hour requirements by working ____ hours per week.
- If I do not complete my hours and assignments by the end of the semester, I will receive an incomplete.
- I will return the Employer Data and Student Learning Objectives form, which outlines my supervisor and employer's information, and return it to the Internship or Student Development Office within the first two weeks of my internship.
- I will meet with my faculty coordinator at the beginning of the semester to complete my internship and development plan, which will outline how I will be graded and my required assignments.
- I will need to give one evaluation to my intern supervisor at the end of the internship experience with the appropriate due date.
- It will be my responsibility to submit signed timesheets and assignments to my Faculty Coordinator on a timely basis and I am aware that I can lose points because of tardiness.
- I am aware that all applicable forms will need to be downloaded on-line at <http://www.wilkes.edu/coop> (website).

I understand that while Wilkes University does not knowingly approve internship opportunities that pose undue risks to their participants, any internship or travel carries with it potential hazards which are beyond the control of the University and its employees. I release and forever discharge and hold harmless Wilkes University and its governing board, officers, employees, and agents, from any and all liability, claims, and demands of whatever kind of nature, which arise or may hereafter arise from my participating in this internship and related activities, whether such liability, claims, or demands result from travel, disease, or consumption of food. **Initial:** _____

I understand and acknowledge that this statement discharges Wilkes University from any liability or claim against it with respect to any bodily injury, personal injury, illness, death, monetary loss or property damage that may result from my participation in this internship program. **Initial:** _____

I understand that Wilkes University assumes no responsibility for or obligation to provide financial assistance or other assistance including, but not limited to, medical, health, or disability insurance, in the event of injury, illness, death, accident, monetary loss or property damage.

I affirm that I have read, understand, and accept all terms outlined in the statement above.

Signature: _____ Date: _____

SECTION I: UNIVERSITY AND INTERNSHIP SITE POLICIES

I. University Policy

Students must understand, although this internship/co-op can be conducted both on campus and off-site, it is part of the student's curriculum; therefore, it is the student's responsibility to adhere to the policies listed in the Wilkes University Student Handbook.

II. Simple Unwritten Rules

- 1.) Respect the company's culture.

When you begin a new co-op position, it will be your responsibility to adapt to their culture, NOT vice versa

- 2.) Respect rank and treat it appropriately.

Learn the company's hierarchy, and understand the proper channels of communication. (i.e. do not surpass the supervisor and unit manager and to go the VP of Operations with a complaint.

- 3.) Respect other's rights and realize that alternative viewpoints do exist.

No matter where you go or what you do, there will probably be people who ridicule, gossip, stereotype, insult or tell off color jokes. As a co-op employee, you will need to rise above such behavior and not participate. You are not only representing yourself, but you are representing the University and future co-op students.

- 4.) Be courteous when using company equipment and realize it is the employer's property.

Don't sit down to make 100 copies of a report when someone is waiting to use the copier. Work supplies, extra parts, computer software, etc. are not yours for the taking.

- 5.) Handle yourself in a professional and courteous manner during business meetings and in all interactions.

Be on time, take notes and participate when appropriate. Make appointments in an appointment book if your supervisor's time is not flexible or plentiful.

- 6.) Remember that you are an employee both on and off the premises.

You may be invited to attend events outside the office building. Remember that you always want to portray a positive and professional image, regardless of the location.

- 7.) Maintain a professional image.

Always be neat and clean in appearance. Practice good manners and speak clearly and pleasantly. Be energetic, look people in the eye and greet co-workers when entering the office. A positive employee is greatly valued in the workplace.

- 8.) Business Meals

Let people in power and females choose their seats first; be courteous to your food servers. Place your napkin on your lap and don't order alcohol if you are on work time. Do not pick up your fork to eat until everyone at the table gets food.

Source: Business Etiquette for Dummies, (Fox, Cunningham) 2001

III. Dress Codes

Dress codes will differ depending on the organization and industry. You may be required to wear a standard uniform or safety gear (i.e. steel toed boots, safety glasses, earplugs). Some companies have an official dress code policy. Even if there is not an official dress code, there will be an unstated set of expectations. In this case, watch to see what your co-workers and supervisor are wearing and plan your wardrobe appropriately. A large number of companies are now incorporating a "business casual policy". This term varies in meaning, but it generally refers to casual pants such as khakis (not jeans) and a plain shirt. **The general rule of thing is "do not wear clothes that will draw attention to you in a professional environment." Avoid clothing that is tight, provocative, or controversial.**

IV. Workplace Harassment

What is sexual harassment?

In legal terms, sexual harassment is any unwelcome sexual advance or conduct on the job that creates an intimidating, hostile or offensive working environment. In real life, sexually harassing behavior ranges from repeated offensive or belittling jokes to a workplace full of offensive pornography to an outright sexual assault.

Question: "I'm being sexually harassed at work. What should I do?"

Tell the harasser to stop and tell him or her exactly which comment(s) or behaviors make you feel uncomfortable. Surprisingly often-- some experts say up to 90% of the time-- this works. When confronted directly, harassment is especially likely to end if it is at a fairly low level: Example: off-color jokes. Clearly saying you want the offensive behavior to stop does more than let the harasser know that the behavior is unwelcome; it lets them know that you expect and deserve to be treated with respect, despite your age, gender or culture.

Question: "What if the harassment doesn't stop even after I've confronted the harasser?"

It is time to get help from the University. Tell people you trust the facts about behaviors in the work environment that trouble you. We will notify the employer tactfully. Keep a detailed journal. Write down the specifics of everything that feels like harassment. Include the names of everyone involved, what happened, where and when it took place.

Question: "Are there any types of harassment other than sexual?"

Know that harassment is a misuse and abuse of power. In addition, supervisors or colleagues may engage sometimes, through ignorance or insensitivity, in offensive communications regarding varied cultures, lifestyles, or religions. This leads to feelings of harassment which should be dealt with, as well. Again, state which behaviors or words make you feel uncomfortable to those who are engaging in such communications.

V. Email, Computer, and Phone Privileges

As a co-op employee, you may be given access to the company's email, computer and phone systems. Treat your email system and phone at work as a means of communicating for business purposes only. Strictly limit your communications with families and friends. Before sending an email at work, ask yourself if you would be uncomfortable if a co-worker or supervisor read it. Accessing social media sites, unless related to your internship is NOT PERMITTED.

VI. Confidentiality

As a co-op employee, you may have access to privileged client and company information. ALL vital information that you may have access to on the job (including, but not limited to, Client Names, Strategy, Patentable Technology, etc.) should be held in strict confidence.

VII. Attendance

Although a student may view an academic co-op as a course elective, it should never be treated as a class, which you have the option to attend or not attend. You are an intern assigned daily tasks, which are necessary to the function of an organization. You are no longer a student who has the objection to "skip" work the way you may "cut" a class. Be on time. If your schedule is 9:00AM-5:00PM, you should plan your travel (factoring in traffic, etc.) so that you arrive at or before 9:00AM. If you are unable to attend work due to a valid reason, call your supervisor in advance to inform him/her that will not be at work. If you have already scheduled a vacation prior to your commitment, inform your supervisor well in advance. Discuss inclement weather policies and planned vacations with the supervisor.

SECTION II: PLAGIARISM POLICIES

SOURCE: WILKES UNIVERSITY STUDENT HANDBOOK

The University considers the following as three separate forms of plagiarism:

- 1.) Deliberate plagiarism centers on the issue of intentionality. If students deliberately claim another's language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.
- 2.) Unintentional plagiarism often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.

- 3.) Self-plagiarism occurs when students submit papers presented for another course, whether for the English department or another department or school. Students may submit papers for more than one course only if all instructors involved grant permission for such simultaneous or recycled submissions. Penalties for plagiarism may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of Wilkes University, cases of plagiarism will be addressed first by the instructor. Any appeal by the student should be directed to the department chairperson.

Students can avoid plagiarism by carefully organizing and documenting materials gathered during the research process. Notes attached to these materials, whether in the form of informal notes, photocopied articles, or printouts of electronic sources, should carefully identify the origin of the information. Such attention to detail at every stage of the process will ensure an accurate bibliography that documents all the outside sources consulted and used. Students should follow these general principles when incorporating the ideas and words of others into their writing.

- 1.) The exact language of another person (whether a single distinctive word, phrase, sentence, or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgement of the source of the quoted matter.
- 2.) Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgement to the source of the paraphrased or summarized matter.
- 3.) All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgement of the source.
- 4.) Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
- 5.) As a general rule, when in doubt, provide acknowledgement for all borrowed material.

Different disciplines use different documentation methods; therefore, students should consulting instructors about the correct use of the appropriate documentation style.

Style manuals detailing correct forms for acknowledging sources are available in the Farley Library, at the Writing Center, and at the University bookstore. Additional resources and guidance in the correct use of sources can be obtained at the Writing Center from individual instructors.

I affirm that I have read, understand, and accept all terms outlined in the statement above.

Signature: _____ Date: _____