STUDENT CO-OP/INTERNSHIP TRAINING SITE
POLICIES AND PROCEDURES

Be on time!

Call ahead if you will be absent due to illness, or will be late.
Do not ask to leave early on the same day of being late.
Dress appropriately (Discuss attire with supervisor).
Answer the telephone according to your supervisor’s instructions.
Do not use telephones for personal use.
No visitors are allowed during your scheduled work hours.
**Do not bring children to the job during work periods.**
Be respectful and courteous to all.
Harassment of **any type** is not allowed.
Report to work ready to work.
Do what is asked of you.
Address problems of any type with your supervisor right away.
Do not ask, or expect others to do your work.
Keep your work confidential! **(Do not discuss situations outside of work).**
Pay attention to your work. Ask if you are not sure how to do something. All questions are good questions. **(When in doubt...Don't do it)** Seek your supervisor’s assistance.
Complete assigned duties before leaving work.
I understand that I am being graded on the following:

1. Mid-term evaluation handed in on time.
2. Final evaluation handed in on time.
3. 1-page report.
4. Daily Log completion
5. On-site visit and faculty’s interaction with supervisor and coordinator.

I understand that this does not guarantee a paid position. It is only for 6-15 weeks. This is viewed as a class.

The coordinator has gone through all of the above with me and I understand and agree.

___________________________________________   _________________
Student Coop-Intern Signature     Date

___________________________________________
Print Name

Last Revised 8/12/2013