USF Sarasota-Manatee Students Rights and Responsibilities in an Internship

USF Sarasota-Manatee delivers quality educational programs and services to upper division baccalaureate and master degree candidates. Students, alumni, faculty and staff have the responsibility to perform in an ethical manner.

1. I authorize Career Services at USF Sarasota-Manatee to make their resume available to prospective employers for the purpose of employment. Students understand that some employers may require background checks, credit check and or drug screening.

2. I understand that I am not guaranteed a job upon completion of the internship.

3. I hereby release from liability USF Sarasota-Manatee, the Executive Board and its employees harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury, or death sustained by me arising out of any activity conducted with the participating employer. I also understand the USF Sarasota-Manatee does not provide insurance coverage for personal property damage or bodily injury covering participants in an internships. (Initial here: __________)

The Role and Responsibilities of the Intern

1. I understand that I represent myself and USF Sarasota-Manatee while participating in an Internship. I am expected to conduct myself in a manner reflecting good citizenship and courtesy both on and off campus. Any misconduct reflects back on me, on my educational career and on USF Sarasota-Manatee. The term misconduct includes and is not limited to: false or slanderous statements about the internship, USF Sarasota-Manatee, faculty and staff, discrimination, harassment, sexual harassment, disclosure of confidential information, arrest by law enforcement officials concerning alcohol, drugs, moral turpitude and felonious conduct.

2. I understand that information regarding personnel, clients, patients and events or occurrences at the internship site is strictly confidential. Disclosure of such information is a serious breach of confidentiality. Any breach in confidentiality may result in dismissal.

3. I will dress professionally for the interview. I will dress appropriately for the internship. Unless stated otherwise, business casual is defined as slacks and a collared, short or long sleeve shirt for both men and women. All interns must maintain normal standards of cleanliness and neatness in appearance.

4. I will avoid unnecessary absences, be prompt, complete assignments carefully and accurately, comply with workplace regulations, work cooperatively with co-workers and take initiative.

5. I will inform the Faculty Advisor and Career Services of issues that arise affecting the status of my internship and progress during my internship including promotions or duty changes.

6. I will complete and turn in paperwork to Career Services or the Faculty Advisor according to established deadlines. I will turn in to Career Services on completion of my internship a summary of what I learned and accomplished during the internship. I will assist Career Services with securing the Employers Evaluation of the Intern.

7. I will keep Career Services informed of interview progress, internship placements and job offer as well as update Career Services with changes in my address, email or phone number.

Your signature indicates that you understand and agree to the Code of Ethical Conduct as outlined above.

Student Name (Print): ___________________________ Date: __________

Student Signature: ___________________________