

## Internship Guidelines & Policies

1. A maximum of 16 credits can be earned toward my graduation requirements via experiential education options (internships, practica). These credits are general elective credits and may not apply toward major requirements unless approved in advance by the academic department. I must submit the appropriate registration forms for these credits prior to the start of the internship.
2. Internship placements should be substantive experiences that relate significantly to my academic program and/or career goals as determined and approved by the my academic department and the Internship Center.
3. If I use the resources of the Internship Center in arranging a one-semester or summer work placement, I must enroll in the full internship experience, including all academic components.
4. I understand that all academic evaluation and grading will be the responsibility of the Internship Program Coordinators.
5. I understand that Internships are subject to the academic policies established by Messiah College as interpreted by the Academic Office and the Office of the Registrar.
6. I will pay tuition in accordance with the College's schedule of semester or summer session fees for any credits earned through an internship arrangement.
7. To be eligible for internship placement, I must be a junior or senior and have a 2.5 cumulative grade point average and the approval of my academic department.
8. The Messiah College Community Covenant applies toward my behavior during any internship assignment.
9. I understand that permissible work absences include illness or other serious circumstances (keeping pace with coursework or co-curricular activities are not legitimate excusals). I will be responsible to notify the employer and my Internship Program Coordinator in case of absence.
10. Any changes in my placement status (layoff, cutback in hours, or dismissal) must be reported immediately to my Internship Program Coordinator.
11. I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the site sponsor.
12. If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I should contact my Internship Program Coordinator immediately.
13. Due to the nature of an Internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the Internship Program Coordinator in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition.
14. I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them. I have secured health insurance coverage to meet any and all needs for payment of medical costs (including those incurred outside the United States) while I participate in the Internship Program. I assume all risk and responsibility for my medical or medication needs and the cost thereof.
15. I have provided Messiah College with all medical data and any other personal information necessary for a safe and healthy internship experience. There are no physical or mental health-related reasons, or problems, which preclude or restrict my participation in the Internship Program. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the internship experience.
16. I understand that the Messiah College Internship Program Coordinator may take any actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.