

PROFESSIONAL RESPONSIBILITIES OF STUDENTS ON INTERNSHIP SITES

1. It is required that all students enter into a contract with the site as to time commitments and responsibilities. The student contract found in the manual is to be completed, signed by the student and the advisor and turned in to the Director of the Internship Program, Susan Pye Brokaw.
2. While on the site and when seeing clients, students will follow the code of ethics as learned in the ethics class or those outlined by the Marriage and Family Licensing Board. Any student who violates the code of ethics will fail the supervision class and may incur other disciplinary action as deemed by the instructor, the director of the internship program and or the vice president.
3. Students are expected to treat the internship site with the same professional respect that they would have for an employer. If clients are being seen and the student will not be able to be on site, the site supervisor should be notified in a timely fashion. Clients should also be informed. If the student decides to terminate their position prior to the agreed upon time, the student should meet with the supervisor at least two weeks in advance and submit a written letter of resignation.
4. If a student has a problem with the supervisor, the problem should be discussed first with the supervisor on site. If the problem is not resolved, the student should discuss the problem with appropriate administration on the site or contact the director of the internship program to get further direction.