



POLICY STATEMENT/AFFIRMATION

I authorize the STEM Professional Services office and/or my Faculty Advisor at Youngstown State University (YSU) College of STEM to provide educational records, along with any corresponding materials, to all organizations (all employers, grant related reporting requirements, et al) which have indicated an interest in employing me as a prospective intern, co-op, REU or other employment experience through the College of STEM/STEM Professional Services/Career Services. I understand that I will not be notified on each occasion that this release of information occurs. I assume the risks and any other hazards that may arise in relation to any internship/co-op. I agree to indemnify, release, and hold harmless YSU, its employees, the College of STEM, and the STEM Professional Services office for any actions, costs, damages or consequences that result from this release of information, and my participation in any internship/co-op/REU. I further authorize the STEM Professional Services office to release and/or publicize my participation in the STEM Professional Services and the location/employer of my internship, co-op, or other employment experience.

After reading the Student Expectations and Guidelines for Internships, Co-ops and REUs (see below) and by signing and initialing below, you have agreed to abide by the College of STEM's Professional Services policies.

Student's Signature: _____ **Date:** _____

Student Expectations and Guidelines throughout the Internship, Cooperative Education and REU Process

Like any other decision affecting your academic career, the decision to participate in an internship or cooperative education assignment requires research, preparation, and planning on the part of the student. After completing the orientation/1st Appointment process, you will begin searching for an internship, cooperative education or REU assignment. You may find your assignment with an employer already associated with Youngstown State University or you may independently find a position. In either case, it is your responsibility to inform *the Director or Coordinator from the STEM Professional Services office or your Faculty Advisor from your institution* of the results of your job search.

Searching for an Internship/Co-op/REU:

- Take responsibility and plan ahead while managing your own internship/co-op search.
- Take personal initiative for finding internship/co-op/REU positions using a variety of methods.
- Conduct yourself in a professional manner when interacting with all YSU staff and potential employers.
- Learn how to use all features of the *Handshake Database*, including resume uploads, job searches, and applications. Update resume and account on a regular basis.
- Act as an ambassador for Youngstown State University while conducting an internship/co-op/REU job search.
- Keep the *Director, Coordinator, and/or Faculty Advisor* up-to-date on the status of the internship/co-op job search and once a position has been accepted.
- Be on time for all appointments/interviews. It is important that professional courtesy is maintained at all times. Students will contact the *Director, Coordinator or Faculty Advisor* and provide at least a 24 hour notice when

needing to cancel or reschedule an appointment/interview. If a student is more than 15 minutes late for a one (1) hour scheduled appointment, he/she will be asked to reschedule. If a student is more than ten (10) minutes late for a 30 minute appointment, he/she will be asked to reschedule.

****Please note—if you find an internship/co-op/REU through the *STEM Professional Services office*, you are required to enroll in either an internship or co-op course.**

Student's Initials: _____

Accepting an Offer:

Once you have accepted a position, you must arrange for a course scheduling appointment with your Career or Faculty Advisor. You will need to bring with you a Company Offer letter or a Position Acceptance letter and a completed Training Agreement (http://stem.yzu.edu/gen/stem/Forms_and_Handouts_m2198.html) from the employer. The Offer letter/Position Acceptance letter must be on an official document from the company. The letters must include the following:

- Employment start and end dates
- Supervisor's name and contact information
- Salary information
- A brief job description

****Please note that once you have verbally accepted a position you have made a binding commitment and are expected to report to work with that employer.**

Student's Initials: _____

During Your Internship/Co-Op:

As a currently enrolled intern/co-op/REU student, you are responsible for the paraprofessional aspect of your assignment as well as the academic aspect. In other words, you are expected to comply with the expectations of your employer, faculty advisor, Director and/or Coordinator. Students are expected to participate in ongoing correspondence with staff members throughout their experiential experience.

Our expectation of ALL students will be for them to become well acquainted with and actively participate in the work setting. We expect our students to be as conscientious in attendance and work assignments as a regular employee.

We expect ALL students to act responsibly in the following ways:

At the Worksite:

1. Treat the internship/co-op/REU as a serious responsibility and professional opportunity.
2. Re-evaluate and discuss learning goals as the internship/co-op/REU progresses with your worksite supervisor.
3. Dress appropriately.
4. Be punctual and reliable. If more than two days of work are missed, the employer will inform the STEM Professional Services office so that any problems may be resolved immediately.
5. Notify the worksite supervisor, in advance, of any absences as soon as possible.
6. The intern/co-op/REU is responsible to arrange with their worksite supervisor completion of any make-up days due to any absences.
7. Notify the Director, Coordinator and/or faculty advisor should their worksite supervisor change.
8. Comply with all applicable worksite rules and regulations, as well as all applicable University rules and regulations, including the Code of Student Conduct.

During the Internship/Co-op Assignment:

1. Complete ALL internship/co-op assignments in order to earn academic credit. **If you do not turn in all assignments then you will receive an “F” for the course.**
2. Meet all assignment deadlines.
3. Communicate with your STEM Faculty Advisor and/or the Director or Coordinator for STEM Professional Services.

Student’s Initials: _____

Discrimination and Harassment Policies:

Youngstown State University does not condone or tolerate any form of discrimination or harassment towards students. Student-employees, including international students, are afforded protections under federal anti-discrimination and/or harassment laws. Students also may be further protected against discrimination and harassment by comparable state statutes.

If students believe they have been discriminated against or harassed during an internship/co-op/REU experience, they should notify their supervisor or the company Human Resources Department of the situation as well as the STEM Faculty Advisor and/or the Director or Coordinator for STEM Professional Services.

Although it is not Youngstown State University’s responsibility to oversee an employer’s compliance with the law, the University does assess learning/work environments for our students. Should the University determine that discrimination and/or harassment has occurred or is occurring at the internship, co-op or REU site, the University will terminate its relationship with that employer.

Student’s Initials: _____