

**Cazenovia College**  
**Student Internship Expectations**

I recognize I am a representative of Cazenovia College and the internship site and as such, I commit to act in a professional manner, which includes but is not limited to:

1. **Dress:** I will dress appropriately and professionally for my internship.
2. **Chain of Command:** I will observe the authority structure at my internship site.
3. **Fraternization:** Relationships established at the internship site are of a professional nature only and should not be expanded until the internship is over. I will not “fraternize” with internship personnel, clients or anyone indirectly related to or affected by them. *Fraternization* means any kind of socialization that might bring the school or internship site into disrepute. For example, fraternization includes but is not limited to drunkenness, other substance abuse, sexual activity, or any other kind of inappropriate behavior.
4. **Media:** Only the appropriate internship site spokesperson represents the agency/company. Professional conduct requires that contact with the media be limited to that person, unless my internship site supervisor tells me to do otherwise.
5. **Attitude:** I am at the internship site to learn. I will be respectful and courteous to business/agency personnel, clients and anyone else I encounter.
6. **Attendance:** I will arrive to my internship site prepared and on time. I will fulfill the duties of my internship and complete all hours required for my internship (more hours may be completed if needed).
7. **Confidentiality:**  
*Internship Site:* I will keep confidential any and all information deemed so.  
*Classroom:* Any example that I bring from my internship to the classroom will be disguised. Please consult with internship instructor for examples of what information needs to be disguised and how to share information without breaking confidentiality.
8. **Extent of My Obligation:** I understand that this contract applies both on and off the internship site and the Cazenovia College campus as well as during and after the completion of the internship.

Any questions or concerns, please speak with your internship instructor.

**Failure to follow these expectations may result in credits not being awarded to you or course failure.**

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Name:

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Signature:

Date: