Roles, Responsibility and Rights of Student Interns

- **Respect for office policy and protocols.** Interns are required to familiarize themselves with office protocol, personnel rules and policies and to conduct themselves accordingly.

- **Ongoing Evaluation.** Student interns will are expected to stay in contact with the Program Coordinator regarding their internship, throughout the semester. **Interns are responsible for reporting any significant problems they may encounter to the mentor and the Program Coordinator in a timely fashion.**

- **Work requirements.** Student interns are required to fulfill 32 hours of work a week and to arrive punctually at designated work times. They are responsible for completing any and all projects assigned. If the student intern is unable to report to work for any reason, they must contact both the mentor and Program Coordinator and will be responsible for making up missed hours.

- **Conditions of Work.** Students have the right to work free from harassment or discrimination based on race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender expression, or any other legally protected status or marginalized group. They have the right to be treated with the same respect accorded to staff and members of the host organization.

- **Right to due process.** In the event of disputes, disciplinary action or termination by the host organization, student interns have the right to due process.

- Should the student be terminated by the host organization, their receipt of the weekly stipend will be terminated upon that date.

- If a student resigns from the program, they will no longer receive the weekly stipend.

I have read the New York Union Semester Roles, Responsibility and Rights of Student Interns and agree to the policies stated in the document.

__________________________________
Name (please print)

__________________________________  _________________
Signature                Date