

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
COLLEGE OF SOCIAL SCIENCES, ARTS AND HUMANITIES
Department of Sociology and Criminal Justice
Office of Internship

Student Responsibility in Internship

Students are expected to:

- Adhere to all agency requirements. Communicate with your assigned Site Supervisor if you are going to be absent/late prior to beginning of shift.
- Follow agency regulations and guidelines.
- Serve as a responsible representative of the agency and Florida A&M University when necessary.
- Complete all forms and recording necessary to carry out assignments.
- Attend all agency meetings and conferences when appropriate.
- Effectively carry out agency assignments.
- Adhere to professional values (confidentiality, respect for clients, etc.).
- Communicate openly with the site supervisor and internship instructor when help is needed (clarification of assignments, agency policy, etc.).
- Participate in mid-term and final grade evaluations; sign them, include an addendum if necessary.
- Turn in daily logs and other assignments by the due date.
- Participate in all meeting, workshops and professional development seminars related to internship.
- Contact the Internship Coordinator when clarification is needed.
- Maintain appropriate dress for the agency setting (ask if unsure).
- Maintain good reading habits in order to reinforce and enhance your learning.