

## STUDENT UNDERSTANDING OF COMMITMENT

To provide students and employers with a mutually rewarding experience, Northern Kentucky University requires adherence to professional and ethical standards. Student behavior directly reflects upon Northern Kentucky University and the current and future relationships that it builds with employers.

This code provides a framework for students to openly and ethically conduct career search activities, participate in equitable recruitment processes, and make informed and responsible career decisions. The expectations outlined below pertain to all career search activities, including job/experiential learning opportunities/graduate school applications, on- and off-campus recruiting, networking with alumni and professionals, career fairs, and use of the resources offered through Northern Kentucky University.

Student agrees to:

1. Acknowledge responsibility for the experiential learning search.
2. Proper representation in the recruiting process. Including, but is not limited to, content on resumes, cover letters, and while interviewing.
3. Employers holding the right to verify all pertinent/legal information regarding my candidacy. Examples of misrepresentation include employment status, GPA inflation, exaggerated job responsibilities, or overstated foreign language competency.
4. On-campus recruiting activities being limited to enrolled students who are in good standing.
5. NOT expecting reimbursement from employers for any expenses incurred during the interview process unless explicitly stated prior to the interview. It is strongly recommended that statements of reimbursement be in writing.
6. Act professionally in all correspondence and interactions with Career Services/College Manager, perspective host sites, Host Site Supervisor, and Faculty Coordinator.
7. Adhere to all rules, regulations, policies, dress codes, and safety protocols of the Host site.
8. Perform diligently those tasks assigned by the Host Site Supervisor and complete all academic supplements as agreed upon by the Faculty Coordinator and student.
9. Maintain satisfactory attendance and performance, and notify the Host Site Supervisor prior to any absence.
10. Meet with the respective Advising Center to ensure that the course and number of credits for which enrolled corresponds with student's degree program and graduation plan.
11. Meet regularly with the Faculty Coordinator for advisement and academic assessment.
12. Carefully consider all Host site offers and honor the terms of the accepted site.
13. Acknowledge that if circumstances, including unanticipated events, prevent the student from completing all required assignments by the deadline(s) established by Learning Agreement and Faculty Coordinator the student will receive either an incomplete ("I") or failing ("F") grade.
14. Consult with the Career Services/College Experience Manager, Faculty Coordinator, and Host Site Supervisor concerning any workplace problems, including but not limited to: violence, discrimination, and sexual harassment.

## HOST SITE UNDERSTANDING OF COMMITMENT

The Internship/Cooperative Site Supervisor agrees to:

- Review the Learning Objectives in consultation with the student.
- Hold an orientation session for the student to set expectations and define role.
- Acknowledge that the assignment of any student may be terminated for any reason upon consultation between the Host Site, student, and the Career Services/College Experience Manager.
- Act in accordance with all Fair Labor Standards Act (FLSA) requirements.
- Provide regular feedback and a final student evaluation upon completion of work assignment.