

# Internship Suspension/Removal Policy

Students will be suspended from internship for one week under the following circumstances:

- Internship documents have not been turned in 2 weeks after due date (time sheets, daily journals, or biweekly reflections).
- The student has earned an F in any class on a progress report.
- The student's attendance is below 94% at the end of a progress-reporting period.
- The student has failed to inform the CSMB internship coordinator and/or internship site about an internship absence or major change in schedule on a given internship day.
- Collegiate is made aware of minor student non-compliance at the internship site.

## Examples of non-compliance

- Excessive Absenteeism/Tardiness
- Misuse of breaks
- Unapproved workplace visitors
- Inability to accept correction/criticism
- Difficulty in following directions
- Lack of cooperation between student and/or work worksite supervisor
- Unacceptable worksite practices
- Unacceptable use of cell phone or personal electronic equipment
- Any form of harassment by student
- Inadequate or poor quality work
- Irresponsibility or immaturity
- Lack of interest in Internship
- Theft of or careless damage to worksite equipment

Students will be permanently removed from internship under the following circumstances:

- The student has earned two or more Fs on a progress report in core content areas.
- The student has earned a second suspension (for any reason).
- The internship site has multiple complaints and/or has requested the student's removal.
- Collegiate is made aware of major student non-compliance at the internship site.

If a student is removed from their internship, they will be required to complete part of a capstone research paper based on their internship experiences. The length of the capstone paper will be determined by the following removal schedule. January removal will require a full-length paper. February removal will require a  $\frac{3}{4}$ -length paper. March removal will require a  $\frac{1}{2}$ -length paper. April removal will require a  $\frac{1}{4}$ -length paper.