**Internship Protocol Guidelines for Students**

Introduction

Internships are an integral part of academic and professional development. These guidelines are designed to ensure that students conduct themselves professionally, fulfill their learning objectives, and represent their institution positively while interning at external organizations.

# 1. Eligibility

- Students may enroll in only one internship per semester.

- A minimum cumulative GPA of 3.0 is required at the time of application and throughout the internship period.

# 2. General Expectations

- Professional Conduct: Students must maintain high standards of ethics, integrity, and professionalism at all times.

- Punctuality: Arrive on time and adhere to the agreed-upon work schedule. Notify supervisors in advance of any unavoidable absences.

- Confidentiality: Respect all sensitive information obtained during the internship. Do not disclose proprietary or confidential data.

- Dress Code: Follow the workplace’s dress code or maintain business casual attire when not specified.

- Representation: Remember that you represent yourself the internship, the Psychology Department, and TxState University.

3. Roles and Responsibilities

Students:

- Complete assigned tasks diligently and within deadlines.

- Take initiative in seeking learning opportunities and clarifying expectations.

- Maintain communication with both the workplace supervisor and academic advisor.

- Submit required reports, journals, or reflections to the academic institution as scheduled.

4. Internship Onsite Supervisor:

- Provide meaningful assignments that align with the student’s academic and professional goals.

- Offer mentorship, feedback, and evaluation of performance.

- Communicate any concerns with the academic institution promptly.

5. Faculty Supervisor:

- Provide clear requirements and timelines for internship assignments.

- Serve as a liaison between students and internship hosts if issues arise.

- Evaluate student performance based on supervisor feedback and student submissions.

- Absences due to illness must be reported promptly.

# 6. Communication

- Use professional language and etiquette in all communications (emails, meetings, phone calls).

- Check institutional and workplace email regularly for updates.

- Keep both supervisors informed of progress and challenges.

# 7. Performance Evaluation

- Students will be evaluated on punctuality, professionalism, teamwork, communication, initiative, and the quality of work submitted.

- Feedback sessions may occur during and at the end of the internship period.

# 8. Health, Safety, and Conduct

- Follow all workplace safety regulations.

- Report any accidents, hazards, or incidents immediately to the supervisor.

- Avoid inappropriate behavior, harassment, or discrimination of any kind.

# 9. Completion and Certification

- The internship will be deemed complete when the student fulfills both workplace responsibilities and academic requirements.

- Certificates or credits will only be awarded upon submission of required documentation and satisfactory evaluation.