



Internship Handbook Guidelines

PROCEDURES FOR RESOLVING FIELD PROBLEMS

In this process, it is most important that open communication be maintained. The site supervisor and student intern share responsibility for identifying and dealing with problems as soon as they become evident.

1. The student intern and site supervisor attempt to resolve the problem together. If this is not successful, they inform each other of their intention to seek additional help.
2. The student intern and site supervisor should contact the faculty supervisor to discuss the problem.
3. Summary documentation should be maintained at each level of involvement in the problem-solving process.
4. If a student intern's grade is the source of the problem, the student intern must follow Hagerstown Community College's "Grade and Other Appeals/Grievance Process."

GUIDELINES FOR STUDENT DISMISSAL FROM INTERNSHIP

A student may be removed from an internship by either their faculty supervisor or their site supervisor for any of the following reasons:

- 1) Unsatisfactory performance
- 2) Poor attendance
- 3) Failure to honor the learning contract
- 4) Unethical, inappropriate or threatening behavior
- 5) Disruptive or insubordinate behavior
- 6) Violation of confidentiality
- 7) Violation of the College's Drug/Alcohol policy

Documentation is maintained by the site supervisor and the faculty supervisor. Depending on the seriousness of the problem, every effort is to be made to involve the student in a corrective action plan. Should such efforts fail or the student's behavior require immediate intervention, the faculty supervisor will confer with the site supervisor to discuss termination. If the student wishes to appeal the decision, he/she must follow the college grievance process which is found in the Hagerstown Community College Student Handbook.



GUIDELINES FOR EARLY TERMINATION OF INTERNSHIP

Requests by Student Interns:

1. The faculty supervisor must be informed immediately if an issue develops that potentially affects a student intern's continued placement.
2. A conference between the faculty supervisor, student intern and site supervisor will be held in an attempt to resolve problem/issue.
3. If the issue is not resolved, student intern must submit a written request to the faculty supervisor describing the reason for the request and the steps taken to resolve the issue.
4. The faculty supervisor will forward a request to the program director and appropriate department chair with a recommendation.
5. After review and in consultation with the program director and, if necessary, the faculty supervisor, the department chair approves or disapproves the request. The program director will communicate the decision to the faculty supervisor, student intern and employer and; a) develop new placement for the student intern if request is approved; or b) follow through on problem resolution with the faculty supervisor, student intern and site supervisor if request is denied.

Requests by Employer:

1. The faculty supervisor must be notified immediately by the site supervisor if an issue develops that jeopardizes the student intern's continued placement.
2. A conference between the faculty supervisor, student intern and site supervisor will be held in an attempt to resolve problem/issue. If placement is jeopardized because of student intern behavior, the faculty supervisor will facilitate the process of developing specific behavioral expectations the student intern must meet if the placement is to be continued. A 2-3 week period of time will be specified during which the student intern must meet the expectations.
3. A second conference between the faculty supervisor, student intern and site supervisor will be held. The plans in the previous conference will be evaluated. If the student intern has not met the expectations a new plan may be formulated or the placement may be terminated.



SEXUAL MISCONDUCT POLICIES

Hagerstown Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

HCC defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following circumstances is present:

1. Submission to such conduct is made either explicitly or implicitly as a condition of attendance or participation in college activities or functions.
2. Submission to or rejection of such conduct is used as a basis for decisions affecting a student's collegiate pursuits.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

HCC complies with section 485(F) of the Higher Education Act of 1965 as amended by section 486 (C)(2) of the Higher Education Amendments of 1992, subtitle 7, Sexual Assault Policy. Sexual assault is being coerced to engage in a sexual act by force, threat of force, against your will and without consent. The following is issued in compliance with the provisions of that legislation. This policy applies to students and employees.

Alleged victims of sexual assault are encouraged to report such criminal activity to the Campus Police or the Director of Safety and Security. If campus officials are not available, the student should notify proper authorities by dialing 911 or call the Washington County Sheriff's Department or the Maryland State Police. Campus Security personnel will make arrangements for transportation to the Washington County Hospital, which is equipped to collect evidence for victims of sexual assault.

HCC provides counseling to students through the College counseling service and may make referrals to community counseling and mental health agencies if requested. Information can be obtained for the Counseling staff. Modification to class schedules for victims of sexual assault will be made upon request.

All forms of sexual harassment cause the victims to feel uncomfortable or threatened by the behavior and may cause the victims to fear retaliation such as loss of job or poor grades. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a violation of this policy and shall be independent if charges of sexual harassment are substantiated.

Student offenders will be disciplined according to the Code of Student Conduct in instances where College discipline is initiated. Since sexual harassment and assault are criminal offenses, offenders are subject to arrest and prosecution under Maryland State law.