Internship Program

Harassment Policy and Procedures

The Westminster College Career Resource Center is committed to engaging students in a professional and safe working environment. The Career Center will not tolerate any form of harassment, intimidation or discrimination based on gender, race, age, national/ethnic origin, religion, sexual orientation or disability. This applies to site supervisors/co-workers toward a student as well as students toward their supervisors/co-workers. The Career Center encourages students to inform themselves of the sexual harassment policy of the internship site and to follow it, should one exist. The Career Center asks students to report any incident as soon as possible, allowing both the College and the internship site the opportunity to promptly respond. You have the right to expect professional conduct from everyone at work, including supervisors, peers and subordinates.

Harassment is discriminatory behavior that a reasonable person would perceive as demeaning, aggressive, and/or threatening by a reasonable person. It is not just the actions of others; it is how these actions affect you personally, and affect your work performance, location, assignments and other areas.

Behaviors that may constitute sexual harassment include (but are not limited to) the following:
- Pressure for sexual activity
- Unnecessary brushes or touching
- Disparaging remarks about one’s gender
- Sexual innuendos or persistent use of sexually suggestive or offensive language
- Verbal abuse disguised as humor
- Obscene gestures
- Offensive remarks about clothing, body parts, or activities
- Making an educational or employment decision/benefit based on submission to sexual conduct.

Student Intern Professional Expectations

- During this internship, you are representing yourself, Westminster College, its students, faculty, staff and alumni. Your performance and attitude will have implications beyond you and beyond this internship.
- You are governed by the internship site’s employment policies, procedures, dress code, privacy or confidentiality agreements, and standards of conduct. It is recommended that you obtain clear guidelines from your employer before you begin your internship.
- Your commitment to on-site work for the internship is important. You are responsible for notifying your internship site of absences according to their policies and procedures. Any changes in your internship status (layoff, cutback of hours, or dismissal) must be reported immediately to the Westminster Career Resource Center at (801) 832-2590.
- Due to the nature of an internship arrangement, you may not withdraw from an internship without prior authorization from the Career Resource Center except in severe and justifiable circumstances as determined by the Career Resource Center and in consultation with the site.
Risk Awareness and Management

During the course of your internship there may be risks related to the experience and uncertainty of future events.

**There are four basic steps in assessing and managing risk:**
- Identify potential hazards, risks, or concerns.
- Understand guidelines and expectations of the internship site and supervisor.
- Consider solutions to potential problems.
- Inform the Westminster Career Resource Center of any incident or concern.

Following are some potential areas that may serve as a starting point for you to reflectively examine your internship environment and circumstances and consider potential hazards or risks.

**Physical Hazards**
- Outdoor exposure to weather, pollution, noise, or other hazards
- Indoor exposure to machinery, extreme temperatures, or other structural hazards

**Biological Hazards**
- Dangerous, infected, or contagious animals, plants or other hazards

**Chemical Hazards**
- Office or laboratory equipment and chemicals (toner, chemicals, cleaning products)

**Travel**
- Dangerous intersections or roadways
- Remote, poorly lit, or unsecured parking areas
- Using your personal vehicle or travelling for official business

**Determine all internship/employer policies related to travel such as:**
- Reimbursement of funds or expectations of out-of-pocket expenses
- Transporting other passengers
- Transporting sensitive or hazardous materials
- Reporting damages or accidents

**Reporting an Incident or Concern**

1. Document all facts such as date, time, persons involved, and the situation as you observed it.
2. Inform your supervisor and/or Westminster College (contact either the Director of the Career Resource Center at 801-832-2592 or Risk Management at 801-832-2565 or 2657).