Internship Program Policies

Discrimination and Harassment Policy

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 or discrimination based on race, color, national origin, ethnicity, sex, gender, gender identity or expression, sexual orientation, age, disability, religion, veteran status, or genetic information, as well as retaliation for good faith reporting of prohibited conduct or participation in any investigation or related proceedings. This applies to the behavior of internship site supervisors/co-workers toward students as well as students’ behavior toward their supervisors/co-workers. The Career Center encourages students to inform themselves of the discrimination and 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 any unwelcome conduct based on any of the protected categories above when either of the conditions outlined in (a) or (b) below are present:

a) Quid pro quo harassment – Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment or internship experience; or

b) Hostile environment – Such conduct is severe, persistent, or pervasive enough to create an intimidating, hostile, or offensive work or educational environment.

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

If you experience any harassment or discrimination during the internship you must report the incident or concern to your supervisor, the Career Resource Center, or the College’s Title IX Coordinator and Equal Opportunity Officer. When doing so, please document all facts such as date, time, persons involved, and the situation as you observed it.
Student Intern Professional Expectations

- During this internship, you are representing not only yourself but also 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 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

If you have any concerns regarding the internship environment and circumstances, you should report the concern to your supervisor and/or the Career Resource Center. When doing so, please document all facts such as date, time, persons involved, and the situation or concern as you observed it.