Student and Supervisor Expectation Form

Student Expectations
The Rockefeller College Office of Career Development strives to develop quality experiential learning and career opportunities for students in the Political Science and Public Administration & Policy departments. In return, students are expected to uphold the following standards:

- Demonstrate the highest level of professional at all times knowing that your behavior reflects that of the College, the University, and their peers.*
- Represent yourself in an honest and accurate manner at all times.*
- Maintain a 3.0 GPA in order to be eligible for an internship or a job.
- “Report an Experience” via Handshake, receive supervisor approval via Handshake, upload a signed copy of the Student and Supervisor Expectation Form prior to the start of your internship.
- Fulfill all job responsibilities as laid out in the initial employment offer; you should not accept an internship offer if you do not intend to finish the agreed upon responsibilities.
- Communicate effectively with your supervisor. Return all phone calls and emails from your supervisor, co-workers, and clientele and Rockefeller College Office of Career Development staff in a timely manner, but no later than 2 days after the message was left.
- Take the time to learn about the organization, job responsibilities, staff members, culture and stakeholders.
- Gain practical and professional experience by using analytical or managerial knowledge to solve real-world problems related to your respective field and career interests.
- Accept the position as a learning experience and seek out constructive feedback and adjust accordingly through the experience. Demonstrate your knowledge and skills and ask questions as needed.
- Be on time for work and attend work on all scheduled days, as predetermined by the student and the supervisor.
- Notify the employer as far in advance as possible when you are unable to attend work due to illness, vacation, or class obligations.
- Take initiative throughout the experience, including volunteering for projects, make appropriate suggestions, and staying productive throughout the entire experience.
- Develop your network throughout your experience and seek out opportunities to further develop these relationship through professional events as provided by your supervisor.
- Appreciate diversity in all of its forms and respect various social and political viewpoints; do not discriminate on the basis of race, creed, color, sex, religion, age, nation/ethnic origin, disability, or sexual orientation.
- Give 2 weeks’ notice before leaving the internship (unless a predetermined end date has been set).
- At the conclusion of your experience, submit Internship Hours Logs, Student Final Evaluation Form, and Supervisor Final Evaluation Form to the Rockefeller College Office of Career Development in a timely fashion, but no later than January 27th for Fall internships, May 12th for Spring internships, and September 8th for Summer internships.
- Discuss any issues or problems regarding employment with the Career Director.
- Comply with all rules, regulations, and instructions given by the Office of Career Development and/or your employer.
- Notify the Career Director upon departure from the internship or job.

Failure to comply with any of these policies may result in reduction or loss of services from the Office of Career Development.

Students should use caution and discretion when applying for any job on Handshake or otherwise. Rockefeller College of Public Affairs & Policy and the University at Albany are not responsible for and/or liable for any misconduct on the behalf of any employer and/or prospective employer. Students use the Handshake system at their own risk. We abide by Career Services’ disclaimers available at: http://www.albany.edu/career/about_us/our_disclaimer.shtml.

*Please see the MPA Code of Conduct for more information.
**Supervisor Expectations:**

The Rockefeller College Office of Career Development strives to develop quality experiential learning and career opportunities for students in the Political Science and Public Administration & Policy departments. In return, supervisors are expected to uphold the following standards:

- Review the student(s) goals and objectives to establish appropriateness for the agency prior to the start of the internship. This can be done by reviewing the “Experience” that is sent to you via e-mail from our online portal via Handshake.
- Provide appropriate orientation, training, and on-boarding that supports a student(s) understanding of your organization's purpose, services, clientele, and operating practices.
- Provide professional work experiences and responsibilities that enhance a student’s learning of their respective field and career interests and reflect entry professional experiences.
- Select a supervisor that is qualified to provide the appropriate guidance, mentoring, and accountability for students throughout their experience and provide student their contact information.
- Provide student with a professional work environment and space that is conducive to their assigned roles and responsibilities.
- Harassment in any form, including sexual harassment, will not be tolerated. This behavior may include using explicit language, gestures, graphics, verbal or nonverbal suggestions, subtle or overt threats, and the like. If at any time, an intern is made to feel uncomfortable by a coworker or supervisor, they should report the incident to the site supervisor, faculty advisor, and Director of Internships and Career Services immediately. Action cannot be taken if an incident is not reported.
- Encourage, inspire, challenge and empower your intern by meeting with the student on a regular basis to provide negative and positive feedback on the quality of work and guidance on roles and responsibilities.
- If there are any challenges throughout the experience that may affect the successful completion of the student’s internship term, the supervisor must contact the Director of Internships and Career Services immediately.
- Review and sign off on “Internship Hour Log” that is provided by the student to the supervisor at the end of the internship term.
- Review and complete “Supervisor Final Evaluation Form” at the end of the internship term to give feedback on the overall student’s performance during this time.

I have read and understood the expectations that have been outlined above and will fulfill the roles and responsibilities as assigned and expected:

Student Signature: ________________________________  Date: __________________________

Supervisor Signature: ___________________________________________  Date: __________________________