

ENGR 7900: Graduate Internship

Professionalism Agreement

As a participant in this College of Engineering Experiential Learning Program I, _____, acknowledge that my involvement in this program is an honor that affords me the opportunity gain valuable professional and academic experience in the engineering field. I understand that as a Co-op/Internship student, I serve as a representative of my employer, the College of Engineering, and the University of Georgia. As such, I agree to uphold and maintain the standards and professional behaviors expected of me by the University of Georgia and the engineering profession.

I agree to adhere to the following policies and guidelines:

Engineering Professional Ethics: The engineering profession is governed by a code of ethics. The following link will take you to the National Society of Professional Engineers, Engineering Code of Ethics website.

<http://www.nspe.org/resources/ethics/code-ethics>

I have reviewed the NSPE Engineering Code of Ethics.

Initials

Compliance with Rules and Regulations: Co-Op/Internship students will strictly comply with all rules, regulations, and requirements of their employers, the University of Georgia, and the experiential program. It is the responsibility of the student to fully participate in required trainings, educate themselves about policies and regulations relevant to their role, and make sure that they are informed of employer and program rules.

Professional Conduct: Students are expected to behave with the highest level of professionalism while participating in a co-op/internship. Professional conduct involves, but is not limited to, maintaining a professional appearance and demeanor, adhering to agreed-upon work schedules, fulfilling all job duties in an effective and timely manner, and taking initiative in the workplace.

Professional Communication: It is expected that co-op/internship students communicate effectively, positively and professionally with all supervisors, colleagues, clients, and university personnel during the duration of the experience. This includes in-person, written, and electronic communication. Co-Op/ internship participants are expected to communicate about their performance with their supervisors and teams, and to receive constructive criticism and feedback appropriately and with a growth-oriented mindset.

Notification of Employment Changes: Co-op/internship students will promptly report any and all relevant changes to their employment status to their Major Professor (Thesis students) or Graduate Coordinator (Non-thesis students). This includes changes to placement location, work schedule, reporting structure and planned rotation schedule. If, for any reason, a co-op/internship student is having issues at work, or is terminated from their employment, students are expected to immediately notify their Major Professor (Thesis students) or Graduate Coordinator (Non-thesis students) and set up a meeting to discuss the situation. If a student is terminated from their employment due to a situation within their own control, that student will receive a grade of "Unsatisfactory" in the ENGR 7900 course, and could be barred from participating in internship program in the future.

Student Printed Name

Student Signature

Date