

Off-Site Internship Attendance and Homework Policy

Attendance

- 1.) If you are unable to attend your scheduled Off-Site Internship you must make other arrangements at least 24 hours in advance of the Off-Site with Craig Kienzle (for Off-Site Internships 1 & 3) or Charles Pegg (for Off-Site Internship 2). You can leave a voice mail message for Craig or Charles at extension 144 or leave a note in their individual mailbox in the Main Office.
- 2.) If you re-schedule at least 24 hours in advance, you will be subject to a rescheduling fee of \$25.00 per Off-Site assignment.
- 3.) If you give less than a 24 hours notice or you are unable to provide documentation of an emergency, you will fail that Off-Site assignment. You will be subject to a repeat fee of \$100.00 per Off-Site assignment.
- 4.) If you do not complete or show up for the Off-Site Internship to which you are assigned, you will receive a failing grade for that course. You will have to reschedule that Off-Site level and will be subject to a repeat fee of \$100.00 per Off-Site assignment.

Please note: We inform each site of the number of students scheduled and they in turn schedules appointments accordingly. If you do not show up to an Off-Site or do not give advance notice about not attending, you are putting a burden on your fellow classmates as well as the Off-Site supervisor to pick up your scheduled appointments. So professionalism in this regard is critical to the success of the program.

Homework

- 1.) You must complete and return the site evaluation form given to you by the instructor at the site by the due date indicated on the form in order to receive credit for that course.
- 2.) If the site evaluation form is not completed and returned by the due date indicated on the form you will receive a failing grade for that course and will have to repeat the Off-Site in the following term. There will be a repeat fee of \$100.00 per Off-Site assignment.