

West Texas A&M University

Intern Program

Statement of Ethics

1. I will provide accurate information about my academic work and records, including courses taken, grades, positions held, and duties performed.

You can, however, refuse to provide an employer with specific information about any job offers you may have received from other employers. You do not have to name the organizations that have made you internship offers, nor do you have to provide specific information about what wage rates you've discussed with those organizations. Instead, you can give broad responses to such questions, naming types of employers—*"I've interviewed with employers in the retail industry"*—and offering wage ranges rather than specific dollar amounts—*"The wage offers I've received have been in the \$10 to \$12 per hour."* Incidentally, it's in your best interest to research wage rates within certain majors.

2. I will interview genuinely.

That means interviewing only with employers you are sincerely interested in working for and whose eligibility requirements you meet. "Practice" interviewing is misleading to employers—wasting both their time and money—and prevents sincerely interested candidates from using those interview slots.

3. I will adhere to schedules.

Appear for all interviews, on campus and elsewhere, unless unforeseeable events prevent you from doing so. And, if you can't make the interview because of an unforeseeable event, notify your career center or the employer at the earliest possible moment.

4. I will not keep employers hanging.

Communicate your acceptance or refusal of an internship position offer to employers as promptly as possible, so they can notify other candidates that they are still being considered or that the position is filled.

5. I will accept intern position offers in good faith.

When you accept an internship position, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for others who are genuinely interested in that employer.

6. I will withdraw from the recruiting process when my job search is completed. If you accept an internship position, notify your career center and withdraw from the recruiting process immediately. Let employers that are actively considering you for a job know that you are now out of the running.

By informing everyone that you've got a job or are headed to graduate school, you not only get the chance to brag but also to help your friends who are trying to get on interview schedules or who are being considered for positions.

7. I will obtain the career information I need to make an informed choice about my future. It's up to you to acquire the information about internship opportunities, organizations, and any other information that might influence your decisions about an employing organization. The WTAMU Intern program can assist in finding much of this information.

8. I will complete all requirements to be involved in the WTAMU Intern Program. These include attending the How To Find An Internship workshop, fully completing my Handshake profile and uploading a current resume. .

9. I authorize investigation of all statements contained in my resume. I understand that misrepresentation or omission of facts shall be sufficient cause for cancellation or consideration for employment and dismissal from the company's or agency's service if I have been employed.

10. I understand my employment may be contingent on a physical exam and/or drug screening.

11. I understand that I may be required to provide evidence of my ability to work in the U.S. without sponsorship beyond a curricular or optional practical training period.

12. I understand my employment as an internship student is part of an educational program, and I am not entitled to unemployment benefits according to the Texas Unemployment Act Section 201.069.

13. I will comply with the internship policies and procedures as outlined in the Internship Program Student Handbook.

Release of Records / Acceptance of Terms

I accept the above conditions for my participation in the Intern Program. ***Not following the above terms may result in forfeiting the option of receiving academic credit for my internship experience. It may also result in being barred from participating in the program.***

I authorize the Intern Office to release any and all information to actual and potential employers as it is necessary for my participation in the program. Issues not covered in this agreement will be decided by the Internship Coordinator in conjunction with the student, employer and faculty advisor.

Student Signature

Date

Student ID #

Internship Staff Signature

Date