

Code Of Conduct For U.S Study Abroad Interns

The following are statements of what is expected of each of the stakeholders involved in the Study Abroad Internship programme

Students are to:

- Remember at all times that they are representatives of both their home college and London Metropolitan University. They have a responsibility to show that they are motivated, polite, professional, enthusiastic and capable individuals.
- Conduct themselves professionally in all their dealings with those involved in the internship process and to behave in a responsible and professional manner in the work place, showing courtesy, initiative and willingness.
- Provide the Careers Service with completed copies of all the necessary internship documentation by the appointed deadlines.
- Maintain regular contact with London Met Internships Co-ordinator throughout the preparatory period and the length of the internship.
- Maintain a suitably smart appearance and arrive punctually for work and any meetings they need to attend.

Internship hosts should:

- Have Employer's Liability Insurance
- Identify a named contact to be the student's supervisor during the internship.
- Discuss and sign any documents required by the student's home college.
- Complete a Health and Safety Checklist for London Metropolitan University before the start of the internship.
- Complete a student feedback questionnaire at the end of the internship.

Careers and Employability Service:

- Respond promptly to any and all written, e-mail and telephone correspondence from all of the stakeholders involved in the internship process.
- Maintain regular contact with all of the parties involved in the internship programme throughout the preparatory process and the actual internship.

- Arrange and facilitate the internship, supporting documentation and the first working day.
- Advise students concerning the completion of any documentation and assessment required by the home college.
- Facilitate the evaluation process, and feedback on the internship to the home college — including submission of assessment and internship host evaluations.

The home college is responsible for:

- Providing academic approval for the level of the internship that the London Met Internships Co-ordinator has negotiated on the student's behalf.
- Assisting the student in assessment related individual queries where necessary.
- Assessment of the student and associated administration for credit purposes.