

# SPIN

## Student to Professional Internship Network

### STUDENT ETHICS AGREEMENT

The School of Environmental and Biological Sciences (SEBS) Student to Professional Internship Network (SPIN) is an integral part of Rutgers SEBS experiential education. SEBS students combine the classroom experiences with practical hands-on work experiences with each work assignment. The staff of SPIN may assist students in searching for and securing a relevant and meaningful internship or co-op work experience. However, students are neither guaranteed a placement nor compensation. Final decisions relating to placement or compensation are the sole responsibility of the employers.

**As a student in the program, I understand and agree to the following:**

- A. I will adhere to, and abide by, all Rutgers SEBS policies and procedures. SEBS policies are subject to revision, and it is my responsibility to be knowledgeable of the current text or status of all SEBS policies and procedures.
- B. I understand that the SPIN Director has the final authority on the interpretation and application of SPIN policies and procedures.
- C. I authorize the SPIN office to share with potential internship and co-op employers information included in my educational record and internship/co-op records when, in the judgment of the SPIN professional staff, this information will be of value to my personal and/or professional development and assist in my obtaining employment. I further authorize internship/co-op employers to release an evaluation of my performance to the SPIN office. I understand that in order to be eligible for the program, I must be enrolled in an internship/co-op course.
- D. I will notify the SPIN office immediately if there are any changes in the job duties or compensation of my assigned internship or co-op that are inconsistent with the terms to which I initially agreed.
- E. I will notify the SPIN office immediately if, in my opinion, my internship or co-op subjects me to unhealthy or unsafe conditions or illegal behavior or activities, including sexual harassment, illegal discrimination, fraud, or safety code violations.
- F. I acknowledge that I am liable for the payment of all federal, state, and local taxes imposed on the compensation I receive during my internship or co-op. I also understand that any compensation I receive during my co-op may affect my financial aid and that it is my responsibility to contact the Financial Aid Office to determine what effects, if any, will impact my financial aid eligibility.
- G. I understand that if I am an international student, and depending on my immigration status, I must reach out to [Rutgers Global-International Student and Scholar Services](#) prior to beginning each internship or co-op for help achieving the appropriate authorizations.
- H. I understand, acknowledge, and agree that in the event I violate any of the above provisions, or any Rutgers policy or procedure, I may be subject to the following sanctions: loss of academic credit for the internship or co-op experience, loss of eligibility to participate in future internships or co-ops, referral to the Rutgers Office of Student Conduct.