

Externship Policies

An Externship is a required component of the IT Professional program. Upon completion of the coursework, students will complete an unpaid, extern experience. An externship can enable a student to translate knowledge gained from an academic setting into the workforce. It will also assist the student in gaining first-hand knowledge of the expectations in his/her career field as they learn the protocols of the workplace. It is important that the student make the link between academic preparation and the world of work. During this experience, the student assumes a responsible role in an organization and actively reflects on what he or she is observing and learning. Students who master the responsibilities of an externship gain valuable assets when discussing employment opportunities with potential employers.

Externship Assignment. In order to qualify for an externship placement, students must meet the following eligibility requirements:

- Complete all core and elective courses with a GPA of 2.0 or higher
- Achieve an overall attendance rate of 75% while completing classroom studies
- Complete the Externship Orientation.

ACI reserves the right to refuse externship placement to students who do not meet these criteria and to revoke externship privileges to students who violate any of ACI's externship policies. Students who do not meet the eligibility requirements may be considered for an externship upon receipt of written documentation that will explain the extenuating circumstances.

It is the responsibility of the institution to secure the locations and, before students may start their externship, the company must complete an Externship Affiliation Agreement and agree to document hours attended by the student. Some externship sites may require drug testing and personal background checks. All students participating in the externship program will have a designated supervisor on site and ACI will maintain professional liability insurance on all students and faculty while on the externship sites.

Attendance and Tardiness. The student is expected to attend **all** scheduled hours and to make-up any hours missed. Students are expected to arrive and leave on time and to notify the site and the school of any anticipated absences. If a site or the School determines that a student is not reliable for any reason, including absences, the student may be removed from the site and terminated from the program. ACI course hours and breaks do not apply to students on externships. It is the student's responsibility to provide the school with a timesheet signed by the site supervisor documenting externship hours completed for each week. Students are not considered to have completed all the hours of the externship until documented by the site supervisor. A student absent more than 10% of their schedule will forfeit their externship and may be required to repeat another class term and externship. Each case will be evaluated independently. Upon satisfactory completion of the externship and receipt of all original evaluations, the student will be eligible for graduation.

Conduct. Students participating in the externship program are expected to conduct themselves in a mature and professional manner appropriate for the workplace. Students are required to follow standards of conduct that are deemed appropriate for a workplace, including arriving on time, leaving on time, and acting in a reliable and responsible manner. Students must demonstrate a professional image, demeanor and personal hygiene at all times during the externship. Dress must meet site standards and scrubs must be clean and neatly pressed at all times. Students are required to obey all rules and regulations regarding the externship site and arrangement and must adhere to the student dress code. The externship site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures. Students may be placed on probation, suspended, or terminated for violation of ACI's standards of professional conduct.

Dress Code

ACI's dress code requires that all students be careful in their grooming and considerate of the appropriateness of clothing for school and when on externships. Our dress standards have been established in order to enable

our students to become comfortable with the kind of dress expected by the majority of our employers. Students are encouraged to pursue the development of these attitudes and behaviors because they will serve in their best interest when it comes time to seek employment.

Students are required to dress and act in an ethical and professional manner. The following are considered inappropriate attire:

- Skirts shorter than 6 inches above the knee
- Tops for women that are too revealing (such as halters, midriffs, spaghetti straps, tube tops, one-shoulder straps, etc.)
- Formal and semi-formal dresses that are backless, strapless and/or too revealing
- Women wearing short shorts, "daisy dukes" and visible thongs
- Revealing athletic attire
- Hats, skull caps, head gear, and headphones (except as issued by ACI)
- Men wearing opened or inappropriately buttoned shirts, revealing bare chest or abs
- Men wearing form-fitted T-shirts or pants
- Men wearing short shorts

The school reserves the right to interpret this policy based upon its professional expectations and it has the right to dismiss any student who fails to adhere to school policies.