



**AMICA CENTER  
FOR CAREER EDUCATION**  
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**Student Policies and Procedures Manual**  
**Amica Center for Career Education**  
**Bryant University**

2022 - 2023

**Updated March 3, 2023**

**IMPORTANT NOTICE:** Because of COVID-19 (or other public health safety concern) and how to be ensure the safety and welfare of students, employers, faculty and staff, these policies and procedures may change without notice.

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## Introduction

This Policy and Procedures Manual is designed to provide Amica Center for Career Education staff the ability to appropriately engage on issues and concerns as they arise and to provide increased efficiencies as well as uniform responses. This Manual will be formally reviewed and updated annually and will have updates as needed during the course of the year. Appropriate sections of this manual will be made available to the matching segments of the Amica Center's stakeholder population, along with access to one central, fully compiled document.

The vision of the Amica Center for Career Education is that *every individual is empowered to experience personal and professional success throughout life.*

Our mission is to *guide students and alumni as they explore, discover, and connect with their personal and professional goals.*

The Amica Center for Career Education embraces a comprehensive and wholistic approach to career education and career management. We espouse the following **values**:

- Student-centered – we are here for the students and our services, programs, events, and partnerships with employers and faculty reflect this;
- Diversity – we appreciate and value all of the expressions of one's self and all others; we respect the rights and dignity of ourselves and others;
- Inclusion – we value each and every person with whom we work and see ourselves as part of the greater community;
- Collaboration – we value working with others, because this strengthens relationships and improves outcomes;
- Innovation – we strive to improve and reach for higher and broader levels of impact, and create more effective methods of serving our stakeholders and ourselves; and
- Discovery – we value self-discovery, which promotes personal and professional development.

### Goals

Our primary goals are:

1. That one hundred percent (100%) of our graduating classes will, by six months out after graduation, be employed, furthering their education, or engaged in another formal and intentional post-graduation activity (e.g., service, mission, volunteer);
2. That one hundred percent (100%) of students engage in experiential learning during their time at Bryant University;
3. To serve all students across all majors and concentrations, across all colleges;
4. To create a dynamic career development network that includes students, alumni, Bryant staff and faculty, and employers and other organizations; and
5. That students and alumni will learn to competently manage their personal and professional development through our services, programs and events.

*Our values, programs, events and activities support our goals, which drive our mission, to help us achieve our vision.*

**Black Lives Matter**

The Amica Center for Career Education staff denounce and stand against systemic and individual racism, hate, oppression, violence, and harassment. We denounce and stand against police brutality, causing psychological and physical injury and death. The tragic losses of George Floyd, Breonna Taylor, Ahmaud Arbery, Tony McDade, Rayshard Brooks, Elijah McClain, and painfully so many more Black community members, caused by police brutality, are not acceptable. We must continue to say their names. We stand in solidarity and in support of Black lives.

**Black Lives Matter**

We understand how majority power, prejudice, bias, ethnocentrism, privilege, and racism, overt and covert, systemic and individual, create a social environment that is hostile towards individuals and communities of color. We understand social injustice is real. Such an environment generates barriers to personal, professional, and community success, marginalizing people and communities of color, especially our members of the Black community. Our Constitution states that “Life, Liberty and the pursuit of Happiness” are unalienable Rights; we must uphold these rights to ensure the true vision of our democracy. We are all created equal.

We understand we must engage in anti-racist endeavors to challenge ourselves and the status quo, and to create a better community for all of us, to share and cherish, and to support the success of each other.

Our students of color, our Black students, are deeply impacted by what is occurring across the country and world, as well as here on campus. With pain in our hearts, we have seen and heard the negative impact. These students are members of our community. The Amica Center for Career Education staff is committed to working with and supporting our students of color, through open dialogue and through our individual and collective actions, now and as we move forward.

## **Diversity, Equity, and Inclusion**

The Amica Center for Career Education believes in diversity in its fullest extent and we strive to ensure that our staff, programs, services, events and office environment welcome, respect, and elevate all people.

We believe equity is an essential value and practice that must be demonstrated daily to our community members, so as to create and provide a just and fair career development and learning environment.

We are a community of colleagues who embrace inclusion and we aspire to promote the welfare, dignity, and opportunity of all within the Bryant University community and beyond.

The Amica Center affirms the rights of each individual and we support the prosperity of all identities and their intersections, as well as all the communities in which individuals thrive.

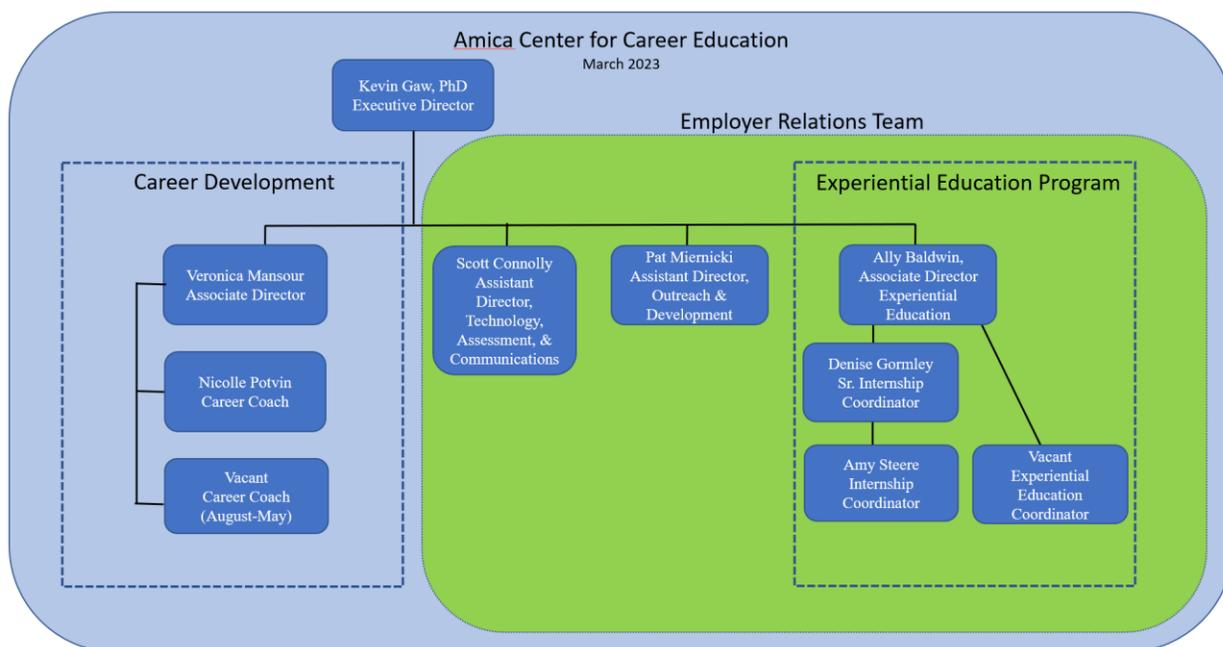
Through self-reflection, direct learning, and dialogue with others, we recognize our own limitations and seek to identify areas for personal and professional growth and development.

The Amica Center is committed to diversifying its student and professional staff and will leverage every opportunity to identify and recruit qualified diverse candidates to achieve an equitable representation in both student and professional staffing.

We understand we must engage in anti-racist endeavors to challenge ourselves and the status quo, so as to create a better community for all of us, to share and cherish, and to support the success of each other.

## Amica Center Organizational Chart

The Amica Center for Career Education's organization chart is below. One premise with which we operate is to have the right person addressing the right issues/concerns. Not all issues need to be elevated to the Executive Director. Therefore, one or more staff member may be working to address an issue or concern. The Amica Center staff are empowered to resolve issues at the right level. The Amica Center staff is committed to cross-training as well, so as to serve our constituents as best as possible. All Amica Center staff work with other Bryant staff and faculty, as well as recruiting representatives.



## Amica Center Program Summaries

### Experiential Education:

Helps Bryant students access experiential education opportunities through the formal Academic Credit Internship program, non-credit internships, and other types of opportunities. Provides individual and group coaching services to support students with their applications. Approves experiential education employers, contacts, and opportunities on Bryant Career Connection. Manages the badging program and Canvas Pathways.

### Career Development:

Provides individual and group career coaching, career assessment, and career education for all Bryant students, inclusive of all majors and status. Provides the same services for alumni, up to 5 years post-graduation, coordinates career education programs offered by all Amica Center personnel, many of the classroom presentations, and much of the social media and web presence for the Amica Center.

### Employer Relations:

Develops new recruiting contacts and position opportunities for Bryant students and alumni. Maintains these recruiting relationships for current students and alumni. Provides seniors and

graduate students completing their programs with job search coaching and resources. Coordinates campus recruiting programs and events, including fairs. Manages Bryant Career Connection, providing trainings internally and externally as needed, and approving position postings.

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## **Student Employees**

### Student Employees

The Amica Center employs students each year as office workers, social media and marketing assistants, and event assistants. Students interested in these positions should have work-study and be in good academic standing with the University. The Amica Center follows all policies and guidelines in relation to student employee as determined by Human Resources and Financial Aid.

Available positions and descriptions are posted on [Financial Aid's Work Study](#) page and on BCC. Interested students should apply according to the outlined instructions. Employed students are expected to submit all required forms to Financial Aid and adhere to the policies related to work study as well as the responsibilities and expectations of the position outlined by the Amica Center.

All student employees are expected to adhere to the Amica Center's confidentiality practices, FERPA regulations, and Title IX regulations. Student employees are required to sign a Confidentiality Statement each academic year that they are employed with the Amica Center.

The Amica Center is committed to diversifying its student staff and encourages underrepresented students to seek student employee positions.

### Amica Career Advocates

Amica Career Advocates are hired each year to help promote career development on campus and support the walk-in services during Quick Questions. Career Advocates also assist with unique career education projects. Career Advocates work closely with the Career Coaches and are formally supervised by the Associate Director of Career Education.

All Career Advocates are expected to adhere to the Amica Center's confidentiality practices, FERPA regulations, and Title IX regulations. Career Advocates are required to sign a Confidentiality Statement each academic year that they are employed with the Amica Center.

The Amica Center is committed to diversifying its student staff and encourages underrepresented students to seek Career Advocate positions.

### Student Volunteers

While not formally student employees and not paid, the Amica Center encourages students to volunteer with the Amica Center, to assist with many of its larger events. Student volunteers are expected to follow the directives of Amica Center staff and are also considered representatives of the Amica Center while volunteering.

## **Faculty and Staff Policies and Procedures**

The Amica Center for Career Education actively partners and collaborates with both Bryant University Faculty and other Staff. We strive to find ways to further enhance student career success through these opportunities, mindful of our legal and ethical obligations.

### **Faculty Responsible for Training and Approving Interns for In-Home Services**

Faculty supervisors of interns who provide in-home services are responsible for ensuring that the interns have been formally trained for home visits by the site supervisor and the faculty supervisor (this includes risk management procedures). This training must include initial in-home supervision by either the faculty member or the site supervisor, which occurs before the student intern has been formally approved by the site supervisor to go solo into a home to provide services. The burden of verifying that the training and approval have occurred are upon the faculty and site supervisors. The Amica Center for Career Education will generally not check to see if the training and approval has occurred but reserves the right to request such documentation to verify compliance.

### **Faculty and Staff Referrals**

To address the possibility of a legal complaint of a discriminatory recruiting practice, the Amica Center does not engage in the practice of offering employers a list of “top flight” students (or any other similar practice). This practice is considered illegal as it is subjective, is based on limited knowledge, and it is not fair and equitable, for it excludes other candidates who might have the requisite skills and qualifications an employer seeks. It also exposes the University to risk as it is acting as an agent on behalf of the recruiting organization without any formal contract to do so.

As such, the Amica Center follows the NACE [Principles for Professional Practice](#), the NACE Ethical Guidelines, and the NACE faculty candidate referral guidelines; we request faculty and other staff do the same. The formal NACE statement is found at:

<http://www.nacweb.org/knowledge/legal/faculty-guide-student-hiring.aspx?terms=faculty%20referrals>

The Amica Center has developed equitable and effective solutions to remove this risk and liability while still attending to the employer’s request. Should a faculty or staff member wish to seek solutions, the key contacts will be the Executive Director of the Amica Center or one of the Associate Directors.

### **Faculty and Staff Services**

The Amica Center does not provide career services to faculty and staff and these individuals will be referred to Human Resources for possible assistance.

The Amica Center does not provide career services to the children of faculty or staff, unless the children are enrolled Bryant students. If the latter is the case, the following policies and procedures apply.

## **Student and Alumni Eligibility and Privacy Policies and Procedures**

### **Enrolled Students**

Currently enrolled Bryant University students may use all services of the Amica Center for Career Education, including all programs and all events, with the exception of uniquely co-sponsored events/programs that are associated with a specific major/department/program. (Ex: Walk Down Wall Street: Finance department and concentrators.)

The Amica Center serves both part-time and full-time students, undergraduate and graduate.

Students who were enrolled in the spring semester of an academic year and are continuing classes in the fall semester of the next academic year are eligible for services during the summer, between these semesters.

Summer students are eligible for services.

Customers of the Executive Development Center, enrolled in educational programs or EDC alumni, are not considered enrolled Bryant University students or Bryant Alumni and therefore do not qualify for services.

### **Parents**

The Amica Center will always assist parents with general information regarding career development, Amica Center events, programs, and services. If the parent is requesting information about their student, the Amica Center will not disclose such information – unless the student has signed a consent to release form, giving the Amica Center permission to share information, or the student has, in-person, verbally agreed to allow the parent to attend an appointment.

If permission to disclose is not provided by the student, the Amica Center will not share student information.

The Amica Center staff all adhere to FERPA and Title IX: [FERPA](#) and [Title IX](#).

Parents are not permitted to use the Amica Center for their own career planning.

Prospective students: Parents are permitted to join the prospective student in the single-session consultation.

### **Alumni**

The Amica Center serves Bryant Alumni, up to five (5) years after graduation, for both the online job board and for all other services. The alumni's graduation date is used to establish this eligibility. Enrolled students will have scheduling priority should a waitlist ever develop and the alumni wishing to schedule an appointment may need to wait until all enrolled students seeking services have been accommodated.

Alumni of the Executive Development Center programs are not eligible for Amica Center services.

### **Prospective Students**

The Amica Center provides single consultation sessions for prospective students who are considering Bryant University as their school of choice. These sessions do not include career assessments, but basic career plans can be discussed, and how the Bryant experience might be appropriate. Serial “single sessions” are not permitted. Parents are permitted to join the prospective student in the single-session consultation.

### **Outside Referrals**

The Amica Center may refer service eligible students or alumni to community practitioners, based on expressed need, Amica Center service limitations, and circumstances.

For alumni beyond the 5-year timeframe for service eligibility, referrals may be made by providing a list of potential practitioners. Alumni will also be referred to the practitioners associated with the Alumni Engagement office. No practitioner will be highlighted over another and it will be up to the alumni to determine on their own, through their own due diligence, with whom to work.

For community members (includes general public, faculty and/or staff, and dependents thereof), referrals will be made by providing a list of potential practitioners. No practitioner will be highlighted over another and it will be up to the alumni to determine on their own, through their own due diligence, with whom to work.

The Amica Center does not endorse one practitioner or another. It is always up to the individual receiving the referral to determine on their own, through their own due diligence, the quality and fit of the practitioner, and with whom to work.

### **Privacy of Student Information**

Career coaches and all Amica Center staff adhere to U.S. Department of Education privacy laws (FERPA) that govern higher education student affairs. These laws are enforced by the federal government in order to protect student privacy. Likewise, for the safety and wellbeing of students, the laws provide some exceptions to student privacy. Under these exceptions, the Amica Center staff may be responsible or even mandated to report information.

- Student privacy in reports of sexual discrimination or misconduct are referenced in Title IX.
- Student privacy regarding student education records are in compliance with FERPA.

The Amica Center staff are also members of professional associations that provide ethical guidelines for practice. (See NACE, NCDA, ACPA & NASPA)

The Amica Center uses the following Consent to Disclose Information when there is a known need to share student information. This consent does not imply confidentiality. The form gives Amica Center professionals formal permission from the student to disclose or share restricted information.



## Amica Center for Career Education Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a law that protects the privacy of student education records. The Amica Center for Career Education is required to obtain signed consent from students age 18 or older before releasing educational information to a parent or guardian. This includes any information regarding participation in Amica Center sponsored programs and events.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

### Consent to Disclose Information

I, \_\_\_\_\_, give the Amica Center for Career Education permission to  
(Student print name)

share information about my participation in career services, which includes appointment attendance and event participation information. Consent is limited to the individuals listed below. Consent automatically expires at the close of the academic year in (June 30<sup>th</sup>) in which this form is signed. I understand that I may cancel consent, in writing, at any time.

\_\_\_\_\_  
(Name, relationship to student and contact phone or email for verification purposes)

\_\_\_\_\_  
(Name, relationship to student and contact phone or email for verification purposes)

The purpose of this disclosure is to \_\_\_\_\_.

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Date)

### Consent Cancellation

I, \_\_\_\_\_, cancel the disclosure consent above on this day, \_\_\_\_\_.  
(Student signature) (Date)

## **Individual Sessions, Consultations, and Services**

### **Individual Career Coaching**

All students are at different levels of career planning readiness and our Career Coaches are trained to help you through every step of the career development process. Career Coaches can assist you with choosing a major, exploring career options, and preparing to market your education, skills and experiences to prospective employers.

The Amica Center offers state of the art career education, resources, and networking opportunities for students to achieve career success, but there are no guarantees that a student will attain an internship or full time position as a result of our services. Career coaches are open and sensitive to all students' differentiated needs and cultural affiliations.

### **Expectations**

Career coaching is designed to provide students with the education and resources required to successfully transition from college to career. Career Coaches have an expectation that students will follow through with action steps agreed upon in meetings

### **Duration**

Duration depends on the topic of conversation. Some students drop-in during Quick Questions hours for 10-15 minute resume reviews while others require 30 to 60 minute scheduled appointments. Students often meet with a Career Coach more than once, unless the demand for scheduled appointments is unusually high.

### **Cancellations with a Career Coach**

Please cancel appointments at least 24 hours in advance so we may schedule other students during those hours. You may contact our office staff directly or use BCC's scheduling feature to cancel and/or reschedule.

### **Use of Amica Center Resources - Student/ Alumni Eligibility**

All matriculated students and alumni up to 5 years after graduation are eligible to use all career services. Currently enrolled students have priority during peak appointment seasons. Five years after graduation, alumni receive career support from newsletters and networking events hosted by the office of Alumni Engagement.

### **Authenticity**

Students are expected to present accurate and truthful information regarding their educational background, experiences, qualifications, and their aspirations. This includes how they are representing themselves on their résumés, materials uploaded into BCC, information and projects on their Canvas Pathways profile, and all job search documents and interactions with employers.

### **Interview Room Use by Students**

Students may schedule the use of an interview room for a graduate/professional school or internship/job interview. Such use is pre-scheduled through the Recruiting Coordinator and does not conflict with existing interview schedules.

### **Appropriate Use of Resources**

Resources maintained by Amica Center are not to be shared with those outside of the University community. Students are asked to use these resources for individual career development purposes only.

The Amica Center makes every effort to utilize and promote third party resources that are valid and appropriate, but does not have the capacity to review and certify all content.

### **Representation**

Students are expected to represent themselves and Bryant University positively and professionally, in alignment with the Amica Center mission and the Bryant Student Code of Conduct ([https://my.bryant.edu/resources/files/student\\_handbook\\_2018-19.pdf](https://my.bryant.edu/resources/files/student_handbook_2018-19.pdf)). Student profiles containing information that does not fit with this mission or the Code, may be removed from Amica Center resources at staff's discretion. Representation includes, and is not limited to, on-campus interviewing, attending career events and workshops, while out on a credit-bearing or non-credit bearing internship/co-op, or working a part-time position on or off campus while enrolled, all communication with recruiters, other employers, and Amica Center staff. Students are considered ambassadors of the Bryant brand and are expected to conduct themselves accordingly.

### **Virtual/Remote Services**

The Amica Center provides virtual/remote services for students and alumni, but this must be arranged in advance and the students/alumni must acknowledge the limitations of such services, including the privacy issues associated with digital communications and the integrity of the transmissions. Delivery systems include telephone, email, and video conferencing (e.g., Zoom, Skype).

The Amica Center is not able to make international calls and therefore all international virtual/remote services will be conducted by email and/or video conferencing.

After hours scheduling of the virtual/remote services may occur if staff are available and may require, in some cases, pre-approval by the Executive Director.

### **Bryant Career Connection (Powered by Handshake)**

All students upon enrollment to Bryant University will have an account created in Bryant Career Connection (BCC), powered by Handshake, using their Bryant email address. Students will access their account utilizing single sign on (SSO) and when signing in for the first time must "Claim their Account," which acknowledges that they agree to Handshake's [terms of service](#) and [privacy policy](#). Upon claiming their account, students will then be instructed to set their [profile privacy options](#). Once these steps are completed students will be able to utilize BCC.

### **Recruiting Program**

Each year, close to 400 organizations participate in the Recruiting Program, which consists of annual career fairs, on-campus interviews, networking events, and job postings for résumé collection. Employers have the opportunity to post available internship, full-time, part-time professional,

fellowship and volunteer positions targeting Bryant students directly in the Amica Center's online recruitment platform, the Bryant Career Connection (BCC).

### On-Campus Recruiting Program

Students selected to participate in campus interviews must adhere to the following policies and procedures:

- **Interview Sign-up / Declination:** If you are selected for an on-campus interview, you must select your interview time from the options displayed on the interview schedule. This process is completely done in BCC (*note: specific instructions on this process can be found at: <https://support.joinhandshake.com/hc/en-us/articles/1500012016081>*)
- If you **no longer wish to participate** in the interview process, you can also click on "leave spot" on the interview schedule screen.
- **Sign-up Cancellation:** If you have signed up for an interview timeslot and need to change the time or cancel, you must perform this process in BCC prior to the end of the signup period. Once the signup period has ended, you must contact the Amica Center to change or cancel your interview time **no later than 48 hours prior to your scheduled interview**. This allows us to adjust the recruiter's schedule and possibly also add a waiting student.
- **Late Cancellations / No-Shows:** Late cancellations due to illness are permitted once. No-shows are not permitted.
- **Recruiting Program Violations:** Failure to adhere to the above policies and procedures may result in suspension from access to BCC and any upcoming campus interviews.

### **Missed Interviews (OCR)**

When a student misses an on-campus interview:

1<sup>st</sup> offense:

1. The Amica Center will send an email to the student with details of the missed interview.
2. The Amica Center will ask the student to respond to the email with specific details as to why they missed the interview.
3. The Amica Center will respond back to the student reminding them of the policies.
4. Then the Amica Center will send the recruiter's email address to the student and request they send a note of apology immediately, with a cc to Amica Center staff member associated with the issue.
5. Students will be informed they have 48 hours to complete this apology, or their BCC account will be suspended.

NOTE: In addition to saying one is sorry, an apology has at least 5 additional and essential elements;

- a. acknowledgement of responsibility;
  - b. a brief explanation of what happened while taking full responsibility (no excuses);
  - c. recognition of the inconvenience;
  - d. the repair – action that undoes the damage or corrects the issue from reoccurring; and
  - e. is sincere throughout, makes no excuses, is to the point, and not dramatic.
6. If the student doesn't send an apology and cc the associated Amica Staff member within 48 hours, their BCC account is suspended.

2<sup>nd</sup> offense:

1. If it's a second offense, the student will be asked to meet with the associated Amica Center staff member immediately. Failure to attend will result in BCC suspension.
2. If the student ignores the email/call, their BCC account will be suspended.

### **Reinstatement**

If a BCC account is suspended because of a missed interview and failure to follow the above procedures, reinstatement requires a formal letter to the recruiter with a copy to be left on file with the Amica Center. The letter must include a full apology, as outlined above. Failure to do this will result in a one year suspension in using BCC.

Any questions pertaining to the above policies and procedures should be directed to **Scott Connolly, Assistant Director, Employer Relations** – [sconnolly@bryant.edu](mailto:sconnolly@bryant.edu).

### Job Offer Guidelines

If you are presented with an offer of employment, we highly encourage you to meet with a career coach to discuss what has been presented to you and aid you in making a well thought-out and informed decision. It is considered highly unprofessional to accept and subsequently rescind an offer. All consideration should be made to honor your commitment.

### 'Exploding Offers'

We have advised employers that they cannot make exploding offers to Bryant students. An exploding offer is one that will “disappear” if you don't decide quickly enough (within a day, for example). This practice is considered unprofessional nation-wide among most employers and career centers, including the Amica Center. Employers should allow an appropriate amount of time for a student to evaluate an offer. We suggest at least a week, but you can certainly request a longer time frame.

### Offer Acceptance

If you have accepted a job offer, please notify the Amica Center. You will be instructed to complete our Post-Graduate Outcome Survey. Information gathered in this survey is used to exhibit the success of our graduates to our constituents and is pertinent for ranking and accreditation purposes. All individual responses are kept confidential. Additionally, we request students also complete the Outcomes Survey function in BCC (*note: specific instructions on this process can be found in the BCC Student User Guide, located in the BCC Resource Library*).

### Early Offers

Some companies make early offers to seniors (before the fall semester for a position that starts after graduation, for example). While the Amica Center does not prohibit such early offers, be mindful that if you accept an early offer, you are making a commitment. Ask the Amica Center should you have any questions or concerns.

### Reneging on an Offer

Employers are working hard to identify their hires and expect that when you accept their offer, you have formally done so. Therefore, changing your mind after you have accepted an offer is considered unprofessional behavior. Reneging on an accepted offer casts a poor light on you as a candidate as well as Bryant University.

If you are weighing two offers, instead of “hedging your bets” and accepting one while you wait for the other, be honest and keep both options open until both offers are in. If the decision can't wait because the employer can't wait (remember, ask for a week to evaluate the offer!), then you will need to decide what to do. Stick with your decision – employers respect this.

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## **Internships**

Students are strongly encouraged to participate in an internship/s while attending Bryant University. An internship is typically a semester-long learning opportunity in which students work with professionals and gain hands-on experience in their career field. Internships provide students with the ability to apply concepts learned within the academic coursework into real work experience that employers look for when recruiting students for full time positions.

While internships are valuable to the organization/employer, the primary focus should be on the student's learning experience. A meaningful internship is designed with specific learning outcomes and involves feedback and personal reflection. It can be a valuable networking tool and allow students to explore potential careers and industries. In most cases, organizations require that interns are seeking a degree in a related field of study from an accredited institution. Internships are typically part-time during the school year and full-time during the summer.

### Finding an Internship

Many students find their internships on our career site, Bryant Career Connection (BCC). Employers post their opportunities in BCC and they are vetted by Amica Center staff. All students can access BCC through the MyBryant Portal.

Students may also obtain internships through other job boards or personal connections, as we encourage students to explore opportunities that best suit their interests, needs, and locations. Amica Center Career Coaches are available to assist students with their internship searches to help ensure a meaningful internship experience.

### Internship compensation

Internships can be:

- For credit and paid
  - For credit and unpaid
  - Noncredit and paid
  - Noncredit and unpaid
- The employer determines pay.
  - Academic credit approval is determined by Bryant University Faculty Department Chairs.
  - Transcript notated internships also require endorsement by Bryant University Faculty Department Chairs.

### Academic Internships

Students looking to complete an internship for academic credit must be in good standing with the University and meet other eligibility criteria aligned with the type of academic internship they are pursuing. For full information on academic requirements to receive credit for an internship, please review Bryant University's Undergraduate Course Catalog. In addition to student eligibility, each internship must be approved by the appropriate Academic Department Chair. Students will meet with an Amica Center Internship or Experiential Education Coordinator to discuss internship criteria.

Whether an internship is found through BCC or through other means, the credit approval process is the same.

With the exception of Transcript Notation Internships (see next paragraph), students work with a professor within the academic area of study pertaining to the internship. The professor assesses the student's learning based on a learning agreement he/she provides to the student, and the employer's mid-semester and final performance evaluations completed during the internship period. A letter grade is assigned upon completion.

### Noncredit Internships

There are two types of noncredit internships, including Transcript Notation Internships, which are officially recognized and endorsed by Bryant, and noncredit internships that are not recognized or endorsed by the university.

In a Transcript Notation Internship, students receive official recognition and endorsement of their internship experience by the university without pursuing academic credit. The internship is notated on the student's academic transcript, and they are supervised by the Amica Center to ensure the rigor of the experience. Students can participate in one transcript notation internship during their career at Bryant, and the internship cannot be notated retroactively. Prior to starting the internship and after meeting with an Academic Advisor, students will work with the Amica Center to establish learning objectives. To participate, the student must have completed one semester at Bryant and have an established GPA over 2.0. There are additional eligibility considerations for international students to ensure compliance with visa regulations (see below).

International students: In order to comply with the established visa policies and rules as described in the [Code of Federal Regulations](#), international students are subject to additional eligibility requirements in order to complete a transcript notation internship. Specifically, there are four requirements that must be considered:

- the internship must be an integral part of the established curriculum for the program of study the student is pursuing;
- the alignment between the internship opportunity and the student's major must be verified to establish its applicability to the student's educational experience;
- the student must have completed one full academic year prior to doing the internship, and must have been physically present in the United States during that academic year; and
- Bryant's Office of International and Student Scholars (OISS) must also approve the experience.

Noncredit internships that are not officially recognized or endorsed by Bryant can be completed at any time. There are no academic requirements and they do not need Academic Department Chair approval. However, students are encouraged to properly vet the internship and site to make sure it meets the student's expectations and is a legitimate posting. If students need help reviewing an internship or effectively representing the experiences gained from the internship, they can make an appointment with Amica Center Career Coaches.

### Internship Registry

If a student has completed a noncredit internship independently, without Bryant's endorsement or supervision, they can register the internship once completed. The benefit of this registration is that the Amica Center will verify that the student completed the internship and issue a certificate of completion. This verification may help with job applications, particularly when the student is listing the noncredit internship on their résumé.

### Intern Providing In-Home Services

As long as the student intern has been formally trained up for home visits by the site and faculty supervisors (including risk management procedures), the training includes in-home supervision, and the student intern has been formally approved by the site supervisor to go solo into a home to provide services, then such in-home services are permitted. The burden of verifying that the training and approval have occurred are upon the faculty and site supervisors. The Amica Center for Career Education will generally not check to see if the training and approval has occurred but reserves the right to request such documentation to verify compliance.

### Summer Internship Fellowships

The Amica Center for Career Education offers financial assistance to Bryant students pursuing unpaid or low-paying summer internship experiences during the summer. These internships can be for credit or not. See the Summer Internship Fellowship section for more details.

### **In-Person Internships at Startups and Entrepreneurial Sites**

See below: Page 25

### **Virtual/Remote Internships**

The Amica Center for Career Education recognizes that traditional on-site employment and internship opportunities have evolved and that remote or virtual opportunities are becoming more common.

### Virtual Internships

If a virtual internship is proposed by a student, or offered by a prospective internship site, the following components will be considered prior to final approval:

Internships should focus on the learning experience of the student, including the environment in which that learning takes place. For optimal learning, students need to be in a physical environment with individuals with whom they interact on a regular basis. They need to learn interpersonal skills, office politics, and how to navigate 'real-world' situations. As such, internships where students work remotely can only be approved if the following criteria are met.

- Companies/Organizations must be an established, legitimate business or nonprofit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, 501(3) designation, etc.
- Internship supervisors must provide a detailed position description that meets the criteria of an internship as outlined by NACE and the Amica Center at Bryant University. Use the link ([http://www.nacweb.org/connections/advocacy/internship\\_position\\_paper/](http://www.nacweb.org/connections/advocacy/internship_position_paper/)) to access

NACE's criteria for a successful internship. In addition, scroll down to the Internship Postings section below to more on the Amica Center's posting policies.

- The organization's internship site mentor should maintain regular contact with the student including providing feedback on tasks and projects; for example, via weekly virtual meeting on Zoom, Skype, Gmail video chat or a similar technology. This meeting will be used to provide more personalized feedback to the student and correct any issues. This face-to-face meeting is a time for project planning, review of progress made, feedback and mentoring.\*
- Internship supervisors provide students with an online project management tool (Office 365, Google Docs, etc.) so they can access and monitor students' work on a consistent basis.
- The company/organization should make the virtual intern a part of regular operations as much as possible; for example, including them in face-to-face opportunities such as company meetings or client visits, even virtually.
- Provisions should be made for students to interact with other professionals besides their supervisor through activities such as field work, networking events, or virtual meetings.
- The internship site may need to provide technology so that the student can participate in the virtual internship. Just as it is considered inappropriate for a student to purchase supplies to participate in a regular internship or job, asking students to purchase technology to participate in the virtual internship would be considered inappropriate.
- If the internship is for credit, the department chair may determine and require the percentage of time spent on-site and virtually. For example, the chair may determine that 20% of the internship time must be on-site, at the premises of the organization, while 80% of the time the intern can be interning remotely/virtually.
- Remote opportunities have greatly expanded because of the pandemic. As such, the percentage may reflect 100% remote work, if approved by the department chair.
- For fully virtual non-credit internships in which distance between the employer and the intern is significant and in-person meetings are simply not feasible, regularly scheduled virtual supervision meetings are expected. The intern should maintain a log of such supervision to document this aspect of the training.

\* If the virtual internship is in the local area (a reasonable drive from campus), and community conditions allow, the employer should meet with the student in a public place (e.g. coffee shop, restaurant) once a week. Because of the pandemic, virtual mentoring and/or supervision has become more common.

(NOTE: Adapted from University of Connecticut, Center for Career Development Internship Posting Criteria)

**Please note:** For safety and liability reasons, students are not allowed to intern out of an individual's private home.

#### Credit-Bearing Remote/Virtual Internship and Percentage of Time On-Site

If the internship is for credit, the department chair may determine and require the percentage of time spent on-site and virtually. For example, the chair may determine that 20% of the internship time must be on-site, at the premises of the organization, while 80% of the time the intern can be interning remotely/virtually.

Remote opportunities have greatly expanded because of the pandemic. As such, the percentage may reflect 100% remote work, if approved by the department chair.

#### Virtual and In-Person Internships at Entrepreneurial Startups

Internships at startup companies will be reviewed in great depth. Internships at startup companies may not be approved for multiple reason, including, but not limited to: the site supervisor cannot provide expert supervision; the position description is vague and does not clearly state learning objectives; the intern's role and tasks are not based on clearly established objectives for the internship; supervision is not consistent; the academic chair determines the experience is not an internship; the position does not develop an intern's skills and knowledge sufficiently; and/or the intern's role is actually that of an employee. Interns are not to be "used" as free labor for the benefit of a startup.

A startup must be formally organized as a company or nonprofit, registered with the State of its primary operations. Unregistered businesses/startups will not be approved.

#### Part-time Virtual Jobs

For virtual part-time job opportunities, the Amica Center utilizes the above review points in determining the decision of whether to post or not. The "20% on-site and 80% virtual" rule is a critical factor. If this can't be satisfied, or due to COVID-19 or other public health safety concerns, clearly articulated and established virtual supervision methodologies must be stated and used. Clear performance outcomes need to be established and articulated. This position must be paid (w2 or 1099).

#### Virtual Short-term Opportunities

Virtual "gig" jobs and so-called "micro-internships" in which students are independent contractors completing short-term/piecemeal work projects may be posted if the employer is formally organized as a company or nonprofit. Students should be notified prior to application all the details and expectations of the opportunity.

#### Full-time Virtual Positions (postgraduate)

Full-time virtual opportunities are permissible postings if they provide for virtual supervision and clearly established performance outcomes. This position must be paid (w2 or 1099).

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### **Marijuana/Cannabis Industries:**

The Bryant University's Amica Center for Career Education will not accept or post positions related to the use or distribution of recreational\* or medical marijuana. This includes tertiary positions not directly related to the sale or distribution of marijuana/cannabis but are designed to support or advance the industries. Employers seeking to recruit for such positions at any on-campus recruiting event or through any campus means will be asked to cease and desist, and withdraw from the campus immediately. As the use of marijuana is illegal at the federal level and Bryant University receives federal funds, we must comply with federal law. In addition, the possession and use of marijuana violates the Drug-Free Schools and Campuses Act, is illegal (except where medically prescribed) in the State of Rhode Island and Providence Plantations, and is (except where in conflict with Rhode Island law) banned on the Bryant University campus.

\*See also the "Statement to the Bryant Community Regarding the RI Cannabis Act" on page 29.

#### **"HEMP" EXCEPTION:**

##### Rhode Island

If an employer is a licensed agricultural grower or handler of "hemp" or "industrial hemp" under the Rhode Island "Hemp Growth Act," R.I. Gen. Laws § 2-26-1 et seq., and the internship or work experience is solely within that specific hemp-based industry, the posting and recruitment can be permitted. The employer must provide the Amica Center for Career Education formal evidence of state licensure prior to posting.

For students seeking a hemp industry internship/employment experience, the State of Rhode Island requires such individuals to be 21 years of age or older and that they obtain a registry ID card issued by Rhode Island Department of Business Regulation. Further, such internship/employment activities must be associated with a Rhode Island Licensed Hemp Farm. It is the student's responsibility to obtain this registry ID.

Students who are seeking to obtain Bryant University academic internship credit must present formal evidence of their registry ID to the Amica Center for Career Education before starting the academic internship; failure to do so will result in the academic internship being administratively cancelled and any and all Bryant-related fees/costs incurred by the student (e.g., tuition) for this internship will be forfeited to Bryant University. Bryant University shall not be held liable for a student's failure to follow state law and to obtain and provide evidence of the required documentation. It is the student's responsibility to obtain and provide their necessary registry documentation.

##### Outside of Rhode Island

If the employer is located in a state other than the State of Rhode Island, they must provide 1) formal evidence of that state's licensure, and 2) the relevant state/territory statutes that permit the agricultural production/handling/research of hemp. If the student intern who is seeking academic credit requires licensure or registration in that state, this must be done (and formal evidence submitted to the Amica

Center for Career Education) before the internship can be approved for academic credit. Failure to present formal evidence of licensure/registration will result in the academic internship being administratively cancelled and any and all Bryant-related fees/costs incurred by the student (e.g., tuition) will be forfeited to Bryant University. Bryant University shall not be held liable for a student's failure to follow state law and to obtain and provide evidence the required documentation. It is the student's responsibility to obtain and provide their necessary registry documentation. Rhode Island Statute References:

### **§ 2-26-3 - Definitions**

(4) "Grower" means a person or entity who or that produces hemp for commercial purposes.

(5) "Handler" means a person or entity who or that produces hemp for processing into commodities, products, or agricultural hemp seed.

(6) "Hemp" means the plant of the genus cannabis and any part of such plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration that does not exceed three-tenths percent (0.3%) on a dry-weight basis of any part of the plant cannabis, or per volume or weight of marijuana product or the combined percent of delta-9 tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant cannabis regardless of the moisture content. Hemp is also commonly referred to in this context as "industrial hemp."

### **§ 2-26-4. Hemp an agricultural product.**

Hemp is an agricultural product that may be grown as a crop, produced, possessed, distributed, and commercially traded pursuant to the provisions of this chapter. Hemp is subject to primary regulation by the department. The division may assist the department in the regulation of hemp growth and production.

### **§ 2-26-5. Authority over licensing and sales.**

(b) All growers and handlers must have a hemp license issued by the department.

## **230-RICR-80-10-1 (Rhode Island Industrial Hemp Agricultural Program)**

### **1.9(C) (Registry Identification Card Requirement, Eligibility, Annual Fee and Application)**

1. All officers, directors, owners, shareholders, managers, members, employees, and agents of the licensee must apply for Agricultural Pilot Program registry identification cards.
2. Each licensee shall maintain a current list of all licensed cardholders associated with the licensee.
3. Licensed cardholders shall be at least twenty-one (21) years old.
4. There shall be a fifty-dollar (\$50.00) non-returnable, non-refundable biennial fee for an Agricultural Pilot Program registry identification card, including each initial application and subsequent annual renewal.

5. Applications pursuant to this section shall be on such forms and through such submission mechanisms as directed by DBR.

Policy Development Resources:

<https://www.votehemp.com/states/rhode-island-hemp-law/>  
<http://webserver.rilin.state.ri.us/Statutes/TITLE2/2-26/INDEX.HTM>  
<https://rules.sos.ri.gov/regulations/part/230-80-10-1>  
<http://www.dbr.ri.gov/divisions/medicalmarijuana/>

Formal email communication with the Department of Business Regulation, 6/17/19  
[HempCompliance, DBR (DBR) [DBR.HempCompliance@dbr.ri.gov](mailto:DBR.HempCompliance@dbr.ri.gov)]

“An intern would need a registry ID card issued by R.I. Dept. of Business Regulation and is associated with a Licensed Hemp Farm and be over 21 years old.”

**Statement to the Bryant Community Regarding the RI Cannabis Act**

**From:** Bryant Alerts

**Sent:** Friday, August 12, 2022 1:15 PM

**To:** ALL FACULTY; ALL STAFF; ALL STUDENTS

**Subject:** Statement to the Bryant Community Regarding the RI Cannabis Act

On May 25, 2022, Rhode Island became the 19th state to legalize the recreational use of marijuana for adults over the age of 21. Despite this change in state law, Bryant University’s policies remain unchanged. Bryant University prohibits the use, possession, manufacturing, distribution, or being in the presence of marijuana in any form. Possession of drug-related paraphernalia is also prohibited. Bryant University will remain in compliance with the requirements of the federal [Drug-Free Schools and Communities Act](#).

This federal law requires that higher education institutions such as Bryant University must certify that policies and programs are implemented to prevent the unlawful possession, use, or distribution of alcohol and illicit drugs for students, faculty, and staff on campus. By abiding with federal laws, this includes the prohibition of marijuana in any form or amount on Bryant University’s campus.

If you have any questions or concerns regarding Bryant University’s drug policies, please contact The [Office of Community Standards](#).

## **Fraudulent Postings, Scams, and Dubious Employers**

The Amica Center for Career Education diligently reviews new employers, postings and contacts to ascertain if the opportunities or the employer are legitimately seeking bona fide employees or interns. The Amica Center participates in a Northeast Employer Relations Consortium through which information related to scams and fraudulent employers/postings is shared, so as to broaden the success in intervening on illegitimate postings and employers.

Any “employer” or contact found to be misrepresenting any type of opportunity will be removed from BCC and also banned from using any and all Amica Center recruiting systems or opportunities, indefinitely. No exceptions.

Any posting determined to be a method of defrauding any student or alumni of their money or identities or any aspect of themselves will be removed from BCC and the associated employer/contact will also be banned from using any Amica Center recruiting systems or opportunities, indefinitely. No exceptions.

The Amica Center reserves the right to deny any potential or currently registered employer access to Bryant Career Connection (BCC) should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any Bryant University student/alumni in harm's way. Any legal violations will be referred to Bryant University Administration.

While the Amica Center attempts to identify, block, and/or remove fraudulent employers and postings, students are fully responsible for their applications and in making decisions as to whether to apply to a position and/or accept offers. Students must exercise their own due diligence when evaluating any opportunity and any potential employer. The Amica Center is available to students as they consider their options.

## **Solicitation and Business-to-Business Activities**

Unless approved in writing by the Executive Director of the Amica Center for Career Education, under no circumstances shall any vendor, business, or individual engage in any solicitation practices or business-to-business efforts when involved in any Amica Center for Career Education event, program or activity. This includes (but is not limited to) students, staff, faculty, employers, alumni, or employees. In addition to the Amica Center policy, Bryant University also has policies prohibiting solicitation on campus:

### **Bryant University:**

<http://policies.bryant.edu/2016/08/29/solicitation/>

### **Bryant University Student Handbook (search “solicitation”)**

<https://www.bryant.edu/student-handbook>

### **Campus Ambassador Programs**

Some companies/organizations offer campus ambassador programs\* through which students represent the company on campus. These “ambassadors,” sometimes though not always paid, operate as representatives of the companies, assisting with recruiting and with campus branding. In addition to the no solicitation policy (above), Bryant University does not permit campus ambassadors as this disintermediates the Amica Center and also introduces a non-professional level of recruiting to the campus community. Instead, companies are asked to work directly with the Amica Center to support their recruiting needs.

Companies/organizations who wish to post a campus ambassador position on BCC will be denied.

Companies/organizations who violate this policy will be given the opportunity to immediately correct the situation. Failure to make corrections will result in a one-year recruiting ban from campus, including the use of BCC.

\*A company/organization may use a different name for this type of program/employment. Regardless of the name, the activity is what is prohibited.

### **Recruiting at and Engaging with the Bryant University Community**

The Amica Center is formally tasked to serve as the undergraduate and graduate student career services office for the Bryant University community. The Amica Center also serves alumni up to five years post-graduation. As such, the Amica Center serves as the primary gateway through which all employment recruiting endeavors for Bryant students and alumni occur. This includes, but is not limited to, employer: position postings, campus branding efforts, information sessions, general recruiting, diversity recruiting, discipline-specific recruiting, open houses, and campus presentations.

The Amica Center actively collaborates with all areas on campus to help facilitate important employer engagements, including University Advancement, Alumni Engagement, Athletics, the Center for Diversity and Inclusion, the Intercultural Center, the PRIDE Center, the Hochberg Women's Center, academic programs, administrative offices, and student organizations and clubs. We do not intend to inhibit relationships with these and other areas across campus – but – when it comes to recruiting (and all engagements that may fall within this activity), the Amica Center must be involved from the outset. Our involvement may be significant or minimal, depending upon the nature of the activity, resources, collaborative arrangements, and review by the Executive Director.

If required, the Amica Center may issue a cease and desist letter to employers or campus partners not adhering to this policy. Corrective action will include realigning with the Amica Center with regard to engaging with the campus community. The Amica Center does not want to stand in the way of employer relationships, but the Amica Center must ensure appropriate recruiting practices meet university policies and national guidelines (e.g., NACE), as well as and state and federal legal standards.

All employers wishing to recruit Bryant University undergraduate and graduate students, as well as alumni, are required to agree with the Non-Discrimination and Non-Harassment Agreement and the Discrimination and Harassment in the Workplace policy.

Student groups, clubs, and organizations wishing to host recruiters are to collaborate with the Amica Center at the outset. As stated previously, our intent is not to inhibit, but to partner and ensure student success.

### **Bryant Career Connection (Powered by Handshake) – Bryant University's Official Recruiting Platform for Students and Recent Alumni**

Bryant Career Connection (BCC) is formally designated as the University's recruiting platform and job board for posting career opportunities (including internships and full-time positions) for currently enrolled undergraduate and graduate students, and alumni up to five years post-graduations.

Employers are required to post their opportunities on BCC. (Note: on-campus student employment positions, while permitted to post on BCC, are required to be posted on the Financial Aid website.)

Other than the Human Resources job posting system, no other Bryant job posting system for student/alumni internships or career opportunities are official and are prohibited. The Amica Center staff will work with all campus entities to help post opportunities of which they become aware.

All students upon enrollment to Bryant University will have an account created in Bryant Career Connection (BCC), powered by Handshake, using their Bryant email address. Students will access

their account utilizing single sign on (SSO) and when signing in for the first time must “Claim their Account,” which acknowledges that they agree to Handshake’s [terms of service](#) and [privacy policy](#). Upon claiming their account, students will then be instructed to set their [profile privacy options](#). Once these steps are completed students will be able to utilize BCC.

### **Non-Discrimination and Non-Harassment Agreement**

As a condition of recruiting Bryant University students and alumni at Bryant University, through postings on BCC or via participation in employment events on- or off-campus, employers are required to agree to not engage in discriminatory recruiting practices or harassment of students or alumni.

Bryant has established employment policies and practices that are non-discriminatory and are solely based upon factors that are job-related. Factors such as an individual's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status are not job-related and play no part in Bryant's employment practices.

(Reference: <http://policies.bryant.edu/general.htm#diversity> and <http://policies.bryant.edu/general.htm#equal>)

It is the policy of Bryant University that no member of the University community, including faculty, staff, students, volunteers, interns, and third party contractors, may subject another to sexual or any other type of harassment. Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Bryant community and will not be tolerated.

(Reference: <http://policies.bryant.edu/general.htm#harassment>)

The University does not condone harassment by third parties, including internship supervisors, donors, or consultants, with whom members of the Bryant community are dealing on or off campus in the course of their academic or employment responsibilities. If anyone is subject to harassment in these situations, he/she should report it to his/her supervisor or advisor as soon as possible in order that appropriate action can be taken.

(Reference: <http://policies.bryant.edu/general.htm#harassment>)

This agreement is made when the employer registers for the first time in BCC. This agreement is in effect continuously for that employer and for the organization the employer represents. The agreement is in effect until that employer is removed from BCC as a contact for that organization. Every employer, on-campus or off-campus, wishing to use BCC must agree to this policy.

Failure to agree to the above will result in not having access to BCC and Amica Center resources/events. Failure to comply with the above will result in being removed from BCC and all campus recruiting/branding activities/events for at least one year and the employer must demonstrate corrective action has occurred to remedy the issue(s). Should a complaint be filed, that complaint will be referred to Bryant University Administration for further action.

### **Discrimination and Harassment in the Workplace**

The Amica Center for Career Education does not condone discrimination or harassment in the workplace toward any individual, on or off campus, remote or in-person. This includes, and is not limited to, documented derogatory/harmful/hateful comments, behaviors, actions, or statements, written, digitally sent or posted, or otherwise conveyed, regarding race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status. Employers\* at internship, practica, or co-op sites, as well as part-time employment sites, are subject to this policy. Leadership Development Programs and other early talent identification programs, and off-campus directed studies programs that meet academic internship requirements, are also subject to this policy.

If a Bryant student or employee reports being the direct recipient of such workplace discrimination and/or harassment, and if there is sufficient documentation to warrant, that employer and/or organization, and all associated postings and content, are removed from BCC. A one-year ban will be placed on engaging with that employer, which includes preventing postings on BCC and participating in any recruiting programs or campus branding opportunities.

If a Bryant student or employee reports knowledge of or is a witness to such workplace discrimination and/or harassment, but is not the direct recipient, that individual will be coached to address the concerns with the company's/organization's human resources office. If such a solution is not available, the individual will be coached to address their concerns with their immediate supervisor. And if this solution is not available, they will be advised to address their concerns with the next higher up, which may include the owner of the company/ organization. If there is sufficient documentation to warrant, the Amica Center for Career Education may remove all associated postings and content from BCC and a one-year ban may be placed on engaging with that employer/organization, which includes preventing postings on BCC and the participation in any recruiting programs or campus branding opportunities.

This agreement is made when the employer registers for the first time in BCC. This agreement is in effect continuously for that employer and for the organization the employer represents. The agreement is in effect until that employer is removed from BCC as a contact for that organization. Every employer, on-campus or off-campus, wishing to use BCC must agree to this policy.

Failure to agree to the above will result in not having access to BCC and Amica Center resources/events. Failure to comply with the above will result in being removed from BCC and all campus recruiting/branding activities/events for at least one year and the employer must demonstrate corrective action has occurred to remedy the issue(s). Should a complaint be filed, that complaint will be referred to Bryant University Administration for further action.

\*Employers for this policy are defined as individual and/or companies/organizations, and the staff therein, who use Amica Center for Career Education resources and staff to post opportunities and recruit talent. This definition therefore includes all personnel within the company/organization.

**EXPLORE Program**  
**Student Participation Policies and Procedures**  
(Updated 8/29/19)

**IMPORTANT NOTICE:** Because of COVID-19 (or other public health safety concern) and how to be ensure the safety and welfare of students, employers, faculty and staff, these policies and procedures may change without notice.

**Required Application**

A completed application is required to participate for each and all EXPLORE Programs. The application is designed to outline participation expectations, obtain essential participation information, as well as provide students the opportunity to accept EXPLORE Program participation guidelines. Incomplete applications will not be accepted. Students cannot participate on an EXPLORE Program trip if an application hasn't been submitted and accepted in advance. Application submission dates will be noted on the application itself. If a fee is required to participate on an EXPLORE Program trip, the application must be submitted and accepted first; the student will be notified of their application status. If accepted, they then can pay the fee/deposit.

**EXPLORE Program Fees**

Some EXPLORE Programs require a fee to participate when Bryant University cannot underwrite the specific EXPLORE Program. This fee will be made known on the specific application and the student must pay this fee in advance. The fees may cover hotel room, travel, admission, and food costs. The Amica Center cannot accept cash and payments must be made through Bryant University's Bursar's office (using Touchnet), with the receipt provided to the Amica Center as proof of payment. Payment instructions will be provided on the specific EXPLORE Program application. NOTE: Paying an EXPLORE Program fee prior to an accepted application does not imply the student is accepted to be on the EXPLORE Program trip; the application must be accepted first.

**Deposit Policy**

Most EXPLORE Program trips require a participation deposit to secure a space/seat for the trip. The deposit will be applied toward the cost of the trip. If a refund is due, the deposit will be refunded after the EXPLORE Program trip has been completed. Deposits for students who no-show or cancel their participation late (within seven [7] days of a trip) will be forfeited.

**Cancelations**

EXPLORE Programs require significant staff time to plan, coordinate, and implement. Participant cancelations must occur at least three (3) weeks prior to the trip date for a partial refund. Cancelations that occur within seven (7) days of a scheduled trip will be considered late cancelations and are non-refundable.

**Responsibility and Student Conduct**

Students are fully responsible for themselves prior to, during, and after each EXPLORE Program trip. This includes getting to and arriving on time at designated meeting points, as well as making arrangements post-trip for their own accommodations/travel.

The Bryant University Student Handbook and the Student Code of Conduct are core documents that outline student behavioral expectations and apply while on EXPLORE Program trips. Any situation that requires formal referral to the Dean of Students office will be made in accordance to these documents.

Students participating on an EXPLORE Program trip are expected to exemplify the high standards of the Bryant community and as such, are ambassadors representing Bryant University.

### **Arrival Time at Designated Meeting Point(s)**

Participants must arrive at Designated Meeting points at the designated meeting time. This time may vary, depending on the meeting point and purpose. For example, if meeting on campus for a bus, the meeting time will be at least 20 minutes prior to the bus departure time. If meeting at a point in a designated location, the meeting time may be different. Specific meeting times will be outlined in detail on each EXPLORE Program's trip information sheet, which students will receive after application approval. Each EXPLORE Program requires following a tight schedule and therefore late arrivals can negatively impact the trip's logistics, effecting the entire group's experience as well as inconveniencing the employers scheduled for the trip.

### **No-Show Policy**

Failing to show up for a trip, whether at the designated meeting point or for the bus, will result in forfeiting any fees/deposits paid, as well as remove that student from that trip's roster. Because the EXPLORE Program trips have very limited space, no-showing prevents another student from participating. If a student is signed up for a future EXPLORE Program trip, they must demonstrate to the EXPLORE Program coordinator they are invested in participating. If they no-show a second time, that student will not be allowed to participate in future EXPLORE Program trips for the given academic year, and must demonstrate to the EXPLORE Program coordinator they are invested in participating in future trips.

### **Parking**

If the designated meeting point requires parking, the student is fully responsible for all parking costs for their vehicle. If parking is on campus, the student is responsible to follow all Bryant University parking regulations.

### **Dress Code**

Business attire is required for all EXPLORE Program trips. When walking is part of the trip, participants will be informed in advance and they may use walking shoes in-between site visits. The EXPLORE Program coordinator will inform students if and when business casual attire is appropriate, though this will be rare.

### **Buddy System and Check-ins**

If the EXPLORE Program trip uses a Buddy System or Check-ins, each and every participant is expected to participate. This will assist with the trip's security as well as logistics.

### **Use of Residence Halls Before and After an EXPLORE Trip**

For some EXPLORE trips, students may be allowed (by pre-arrangement) to stay in their own residence hall room the night before an early bus departure from campus and the night of the return

(because of a late return). If this is the case for a trip, prearrangements will be made by the EXPLORE staff coordinator. Students are fully responsible to wake up early and be on time for the early bus departure. In addition, all Bryant University rules and regulations for staying in the residence halls apply, as does the Bryant University Code of Conduct: <https://www.bryant.edu/student-handbook>

### **Overnight Trips**

Several of the EXPLORE Program trips require one or more overnight stays at hotels. In general, to reduce cost, students will share rooms: women with women, men with men. If there are any concerns, participants must make their concerns known on the application and in advance so accommodations can be made. Students are responsible for their room costs.

### **Emergency information**

Each participating student must provide in advance, on the application, current emergency information. Some sites that are visited, such as the FBI, will require additional information (e.g., Social Security Number) and this extra information will be collected separately, in a secure manner.

### **Program Orientation**

To participate on any EXPLORE Program trip, you must attend one EXPLORE Program Orientation. These orientations review the trips and go over all the parameters of the trips. They also allow for questions and answers.

### **EXPLORE Grants**

Students should inquire within the Amica Center for EXPLORE Grants, as funds may be available to help offset program costs. Funding levels vary across the year and between years. Students will need to demonstrate need to be considered.

## Summer Internship Fellowship Policies and Procedures (Updated 11/15/21)

### Overview

Amica Center for Career Education is offering financial assistance to Bryant students pursuing unpaid or low-paying summer internship experiences during the Summer 2022 semester.

Internships that address specific learning goals related to Bryant and offer one or more of the following will be considered:

- Exploring a career option
- Developing knowledge specific to a particular career or work setting
- Expanding skills necessary for success in the work environment
- Applying knowledge learned in the classroom to a work setting
- Understanding cross cultural, social awareness and ability to work in a diverse environment
- Expanding skills such as teamwork, time management, interpersonal, goal setting, communication
- One Fellowship will be awarded specifically for an Arts and or Cultural oriented internship, funded by an Alumna.

### Eligibility

- Current freshmen, sophomores, juniors or those graduating in December 2022
- Open to undergraduate students only
- Minimum overall GPA: 2.5
- Good community standing

### Requirements

- Students must work at least 120 hours during at least 8 weeks of the summer
- Funding is determined based on total hours worked and rigor of the internship and application materials provided
- Must have an internship offer at the time of fund distribution
- Internship must occur during the Summer of 2022
- Internship must be unpaid or extremely low-paying (\$1000<) to be considered
- Must be supervised by employer - **Internships done remotely may require additional safeguards to ensure a strong learning experience.**
- Internships cannot be supervised by family members
- Applications and all materials must be COMPLETED IN BANNER by **Thursday, April 18, 2022, 11:59pm** deadline

## Restrictions

- Internships cannot be at Bryant University
- Internships secured through a fee-based internship placement service are not eligible
- Recipients may not receive other outside funding larger than \$1000 stipend including travel or housing for the internship experience

## Application Submission Timeline

- Applications will be made available on Banner “Summer Internship Program Application” on **November 1, 2021**
- Submit online application and other materials requested no later than **Thursday, April 18 at 11:59pm**
- Award committee will review **all completed applications on a rolling basis and until funds are exhausted.**
- Candidates will be notified by **May 5, 2022**

## Application Process – Step by step

1. Find a low or non-paying internship via the BCC, LinkedIN, through networking, or on your own.
2. Complete the online application found on Banner “Summer Internship Program Application”. You will be asked to provide:
  - a. Résumé.
  - b. Unofficial transcript (download from Banner and upload as a Word document or PDF).
  - c. Essay stating value of internship, what you hope to gain from the experience and how does it apply to your career path (maximum 750 words).
  - d. Statement of need, how money will be used and amount requested (not to exceed \$2000) by using and uploading the Estimated Budget Form.
  - e. One letter of reference (could be a faculty member, previous employer, Bryant administrator, coach, or advisor) supporting your request. Download Reference Form and give to your reference to complete and submit as instructed on the form. Letters of Reference are due by the **April 18, 2022 11:59pm** deadline.
  - f. The completed Employer Data Sheet which should be filled out thoroughly and completed by the person coordinating the internship at the job site then uploaded by student by the **April 18, 2022 11:59pm** deadline.
  - g. Consent, permitting the Amica Center to assess your financial need as determined by Bryant’s Office of Financial Aid.
3. Submit all parts and complete your application.

## Selection Criteria

- The Program Award committee will review all completed applications and consider:
  - Quality of essay expressing your interest in the internship and how it meets the criteria of this award
  - Letter of Recommendation
  - Unofficial Transcript (demonstrating academic standing)
  - Résumé (stating academics, activities and previous work experience)
  - Statement of need on the Estimated Budget Form
  - Quality of job description, training and timeframe
  - Consent for review of financial need

## Expectations

- All recipients must attend a pre-internship reception to be scheduled **(TBD)**
- Submit a 2-3 page reflection paper after the internship is completed, no later than September 13, 2022
- Complete a survey after your internship experience
- During the 2022-23 academic year, fellowship recipients will share experience with Bryant Community as determined by the Amica Career Center.
- Fellowship recipients will receive a stipend, and will have two options on how they receive funding:
  1. To be NON-Taxed and receive a W-2 in January of 2023 showing earned income  
-All paperwork and expense reporting will be the responsibility of the recipient
  2. **OR** To fill out a W-9 form to withhold taxes