



Vestal Campus
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Business Administration – Small Business Management Practicum Sponsoring Agency Handbook (EXT 115 [3 credits] Externship)

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WHAT IS A PRACTICUM (EXTERNSHIP)?

The Externship Program at Elmira Business Institute is the integration of study with planned and supervised periods of relevant and meaningful employment. While on externship assignments, the students work as regular part-time or full-time employees and earn academic credit for knowledge and skills acquired from their work experience.

Practicum can be defined as comparable to employment except that participating students are not paid.

Practicum affords a sponsoring agency and the college the unique opportunity to work together to provide students with quality education.

WHY DO SPONSORING AGENCIES PARTICIPATE IN PRACTICUM EDUCATION?

Sponsoring agencies of the college extern students have noted the following advantages.

- The sponsoring agency has been provided with highly motivated trainee-level talent whose productivity often exceeds their most optimistic expectations.
- Practicum affords the opportunity to observe a student's performance before making a commitment to full-time employment.
- Practicum saves some of the expense of recruiting, training, and orienting new personnel.

In addition, a national survey of sponsoring agencies who have hired former Practicum students has indicated that:

- The work performance level of these students is higher than it is for other recent college graduates.
- They advance more rapidly on the job and are more frequently promoted to supervisory positions.
- They are more flexible in assuming work responsibilities.
- They are more easily recruited at considerably lower cost and have the tendency to remain with the sponsoring agency for a longer period of time.

HOW DOES A SPONSORING AGENCY BECOME INVOLVED?

Most sponsoring agencies become involved with the program in one or more of the following ways:

1. Elmira Business Institute solicits the participation of a sponsoring agency.
2. Recognizing the benefits, a sponsoring agency requests to be considered for participation.
3. A student requests that a particular sponsoring agency be considered for participation.

WHAT QUALIFICATIONS MUST A SPONSORING AGENCY MEET?

The sponsoring agency must understand and be committed to the concept of Externship Education. Those who can provide one or more full-time or part-time positions, which meet the following qualifications, are encouraged to participate in the program:

1. The job must provide educational experiences in an area directly related to the student's course of study or career goals.
2. The job must provide learning experiences which will be meaningful and challenging for the student.
3. The job should be relatively secure, so as to provide for at least one full work term.
4. The sponsoring agency will cooperate with the college and the student in jointly developing specific learning objectives for each work period.
5. The sponsoring agency will enter into a training agreement with the college and the student.
6. At the end of the work experience, the sponsoring agency agrees to evaluate the student's performance and progress toward meeting specific learning objectives.
7. The sponsoring agency will be evaluated by the extern regarding the quality of work experience provided.

HOW DOES THE PROGRAM FUNCTION?

This course is designed to expose the student to real-world experience in a professional environment with a local employer. The student will utilize and enhance the knowledge gained in a classroom through work experience. Attention will be given to the student's professional development and skills such as communicating, interviewing, networking,

and job searching throughout the externship. Emphasis is placed on proper office attire, punctuality, and the ability to successfully complete assigned tasks through classroom training. Externship is scheduled in the last semester of a student's academic experience at EBI. In addition to classroom hours, the student will spend 90 hours of non-paid time at the externship to complete his/her externship program. Three (3.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (15/0/90/105)

TRAINING AGREEMENTS

Before a student can be officially placed in a job, it is necessary that an agreement be executed by the three parties involved: the sponsoring agency, the student, and the college. A document called a "Training Agreement" has been designed to verify that the sponsoring agency and the college are partners in providing the student with meaningful and relevant learning experiences (Appendix A "Training Agreement"). Three signatures are required in order to validate the agreement: the sponsoring agency's (or the sponsoring agency's representative), the student's and the student's Externship Coordinator.. The document highlights the responsibilities of all parties to the Agreement.

LEARNING OBJECTIVES

A vital part of the "Training Agreement" is a number of statements describing the meaningful and relevant learning activities, which should take place at the practicum site. They are called "Learning Objectives" and are stated in terms which can be evaluated at the conclusion of the work experience.

Appropriate objectives are determined for each individual site. If the site is to replace a course described in the college catalog, then the objectives for that course will be used. Otherwise, the objectives are first developed by the student with the Externship Coordinator and then reviewed by the sponsoring agency who may delete and/or add objectives as appropriate.

PRACTICUM SITE VISITATIONS

Practicum site visitations will be scheduled at a time most convenient for the sponsoring agency. It may be necessary for the student and site supervisor be available during the evaluation visit.

Two types of visits are generally required within each work period:

Pre-placement visit: Determines the suitability of the work site, reviews learning objectives, and executes the training agreement. This visit may be waived if the sponsoring agency has previously sponsored an Elmira Business Institute student.

Evaluation visit: Evaluates student performance.

EVALUATION METHODS

Sponsoring agencies are asked to complete two evaluations:

1. An assessment of each learning objective listed on the "Training Agreement," at Midterm.
2. A Sponsoring agency's Final Evaluation Report of the Extern

The Final Evaluation will be collected during the evaluation visit at the conclusion of each work period. It will be utilized by the student's Externship Coordinator, along with an experience report written by the student, to determine the grade the student has earned. If for any reason an objective has not been met, it is requested that this be indicated by the sponsoring agency when evaluating the student.

Occasionally, a sponsoring agency will be asked to return an evaluation paper by mail. When this is done, it is requested that the forms be returned promptly so that the student can be given a grade at the appropriate time (the student's Externship Coordinator will provide the sponsoring agency with a deadline.).

Assessment Type	% of Grade
Midterm Externship Evaluation	35%
Final Externship Evaluations	35%
Attendance/Professionalism	15%
In Class Assignments	15%
Total	100%

EVALUATION STANDARDS

A sponsoring agency often has difficulty determining whether the student should be evaluated by comparison to other workers or other students. As most sponsoring agencies do not have other students by which to establish standards, it is recommended the comparison be made to other successful employees engaged in similar work. However, it is still important to remember that the extern is a student learner and, as such, is often working with entry-level knowledge and skills and should be evaluated accordingly.

STUDENT STATUS AS AN EMPLOYEE

During the work experience, a student should be considered an employee subject to the same rules and regulations as other employees. The student should be advised of these rules and regulations and all other policies governing working conditions, hours of work, holidays, and other matters concerning employment. It is expected that the student will

conform explicitly to the rules, regulations, and policies. Failure to do so should subject the student to the same disciplinary and corrective procedures as any other employee.

ABSENTEEISM

Students are required by the terms of their training agreement to notify both their sponsoring agency and the college if they anticipate an absence from the job. Because students occasionally fail to notify the college, we request that the sponsoring agency notify the college of excessive or extended absences.

TERMINATION OF THE PRACTICUM EXPERIENCE

On occasion, termination of the Practicum experience may become necessary. This may be initiated by either the sponsoring agency or the student, and may be for a wide variety of reasons ranging from in-compatibility to lack of adequate work. Elmira Business Institute requests that the sponsoring agency notify the Externship Coordinator promptly if the need for termination appears imminent. This will give the student's Externship Coordinator an opportunity to attempt a reconciliation if practical and warranted. If this is not possible, then it is important that the student be phased back into the college program expeditiously and smoothly. Timely notification will help to make this possible.

SUPERVISION

Students need to receive feedback, both positive and negative, from their job supervisors. Such contacts are valuable to both student and sponsoring agency for many reasons, such as:

1. The sponsoring agency will learn of any problems experienced by the student which may adversely affect learning and/or productivity.
2. The student will be made to feel part of the sponsoring agency's organization and that his or her work is contributing to its success.
3. The sponsoring agency will be given the opportunity to point out any shortcomings which may be evident in the student's character or work habits, and offer constructive criticism when warranted.

Several aspects of supervision should be stressed:

1. Every effort should be made to keep the student busy. Nothing is more demoralizing than slack time when no work has been assigned. While "busy work" is not desirable as a steady diet, there are times when it is better than no work at all.

2. Keep tasks varied. When a worker performs one or two responsibilities well, there is a natural tendency to assign these tasks to them. With students, it must be remembered that their principal reason for being at the site is to learn as much about their career field as possible. The best learning comes from a variety of experiences.

WAGES, SALARIES, AND STIPENDS FOR STUDENTS

Elmira Business Institute students volunteer for both public and private non-profit organizations and agencies as a NON-PAID experience.

CLARIFICATIONS, QUALIFICATIONS, AND EXCEPTIONS

"Guidelines for Sponsoring Agency" is intended as a general introduction to the Externship Program at Elmira Business Institute. Hopefully, it will serve to answer most sponsoring agency questions. However, a key factor in the success of the Externship Program at Elmira Business Institute has been built-in flexibility, which allows custom tailoring to meet the needs of individual students and the sponsoring agency. Thus, this information is offered in full knowledge that there are exceptions to every rule and that it may be necessary to clarify or qualify some points.

Any sponsoring agency who questions any portion of these guidelines, or has any suggestions as to how the program might be improved, is urged to contact the student's Externship Coordinator.

Appendix A

Externship Education Training Agreement

APPENDIX A

ELMIRA BUSINESS INSTITUTE

The Career College

4100 Vestal Road

Vestal, NY 13850

(607) 729-8915

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EXTERNSHIP EDUCATION TRAINING AGREEMENT

Sponsoring agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Supervisor _____ Title _____

Student _____

Program: Small Business Management

Semester _____ Scheduled Hours _____90_____

PARTICIPANT RESPONSIBILITY

THE STUDENT: Will adhere to all sponsoring agency policies, will notify both the sponsoring agency and the college in the case of illness or emergency and will not terminate employment before contacting the Externship Coordinator.

THE MENTORING SITE: Will provide varied work experience and adequate supervision based upon the learning objectives described below and will assist the college in evaluating the performance of the student, will provide a safe and healthful working environment and will meet with the student and Externship Coordinator in the event termination of employment becomes necessary.

The Sponsoring agency has the right to remove any student if it is in the best interests of the Sponsoring agency's clients or the Sponsoring agency, following an appropriate process of conferring and communicating with the College liaison and the student.

THE COLLEGE: Will provide the student with instruction in job related skills prior to placement, will meet with the sponsoring agency to review the learning objectives, will periodically visit the student and sponsoring agency on the job and will grant credit for the student's successful externship experience.

LEARNING OBJECTIVES

Small Business Management

Externship education is a valid learning experience to the degree that the College provides adequate training and guidance, the sponsoring agency provides and supervises meaningful work experiences, and the student undertakes the task of understanding and effectively performing the work. Externship education is educationally valid to the extent that learning outcomes can be specifically defined and measured for each student trainee. The following objectives have been established for this work period.

At the completion of the work experience, the student will be able to:

- | | |
|--|---|
| <input type="checkbox"/> Answer telephones | <input type="checkbox"/> File |
| <input type="checkbox"/> Assist with presentations | <input type="checkbox"/> Accounts Receivable |
| <input type="checkbox"/> Outbound telephone calls | <input type="checkbox"/> Accounts Payable |
| <input type="checkbox"/> Assist with cleanup/software implementation | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Create spreadsheets and input formulas | <input type="checkbox"/> Marketing Research |
| <input type="checkbox"/> Database management | <input type="checkbox"/> Inventory Control |
| <input type="checkbox"/> Explore funding streams (non-profits) | <input type="checkbox"/> Document and Catalog |
| <input type="checkbox"/> Provide customer service to customers | <input type="checkbox"/> Assist with computer |
| <input type="checkbox"/> Compose General Business Correspondence | <input type="checkbox"/> Scan |
| <input type="checkbox"/> Assist with navigating websites | <input type="checkbox"/> Assist with social media |
| <input type="checkbox"/> Assist with ordering for the business | <input type="checkbox"/> Assist with sales |
| <input type="checkbox"/> Assist with job fairs | <input type="checkbox"/> Data Entry for invoices |
| <input type="checkbox"/> Update Databases and Websites | <input type="checkbox"/> Assist with blogs |
| <input type="checkbox"/> Assist with marketing department | <input type="checkbox"/> Process client payments |
| <input type="checkbox"/> Operate cash register | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Resume assistance to customers | <input type="checkbox"/> Process mail |
| <input type="checkbox"/> Assist with Research Projects | <input type="checkbox"/> Photocopy |
| <input type="checkbox"/> Assist with front desk/receptionist | <input type="checkbox"/> Update Policies |
| <input type="checkbox"/> Assist with Marketing Objectives | |

☐ Other (please specify)

☐ Other (please specify)

We understand and affirm the terms and statements established in this agreement.

Site Supervisor Name (Print)

Site Supervisor Signature

Date

Student Name (Print)

Student Signature

Date

Externship Coordinator Name (Print)

Externship Coordinator Signature

Date

Revised 10-24-17

Appendix B
Mid-Term Evaluation of Student Extern
Business Administration

Elmira Business Institute Student Externship Midterm Site Evaluation for EXT115

Student Name: _____

Date of Visit: _____

Site Name: _____

Site Supervisor: _____

Assessment – Student Skill	5- Always or Excellent	4- Almost Always or Good	3- Sometimes or Average	2- Rarely or Below Average	1- Very Rarely or Poor	0- Never or Failure	N/A
1- Attendance – Shows up as scheduled, on time, or early							
2- Performance -							
a) Student demonstrates knowledge of business theories							
b) Student shows initiative in projects							
c) Student asks appropriate questions							
3- Professionalism -							
a) Communication - both written and verbal							
b) Professional Dress/Hygiene							
4- Hirability – If there were an opening, would this student be considered?							
5- Other Knowledge/Skills/Abilities -							
a) Administrative Functions – Filing/scheduling/phones/making copies							
b) Computer Skills							
Comments:							

Site Supervisor Name (Print): _____ Site Supervisor Signature: _____ Date: _____

Externship Coordinator Name (Print): _____ Externship Coordinator Signature: _____ Date: _____

Mid-Term Evaluation Grade: _____

Appendix C

Final Evaluation of Student Extern

Business Administration

APPENDIX C

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FINAL EVALUATION OF STUDENT EXTERN

SITE: _____ SITE SUPERVISOR: _____

STUDENT: _____

DIRECTIONS: Please evaluate your student extern's performance on each of the following factors. Circle the rating which accurately describes the student's performance (90 = A, 80=B, 70=C, 50=D). Your extern's points will be averaged to determine 50 percent of his/her grade.

Thank you for your time in training and evaluating!

ATTENDANCE AND PUNCTUALITY:

- | | |
|-----------|--|
| 90 Points | Excellent attendance; always on time |
| 80 Points | Absent or late with good reason for no more than 10 percent of total scheduled work sessions. |
| 70 Points | Absent or late with good reason for slightly more than 10 percent of total scheduled work sessions |
| 50 Points | Absent or tardy more than 10 percent of total scheduled work sessions. |

EQUIPMENT AND SKILLS:

- | | |
|-----------|---|
| 90 Points | Fully proficient in the operation of word processing or accounting software. |
| 80 Points | Exhibits satisfactory proficiency in the operation of computer software. |
| 70 Points | More skills are needed for effective operation of the computer software, but skills are improving |
| 50 Points | Lacks adequate skills to operate the computer software; immediate improvement is needed. |

QUALITY OF WORK:

- | | |
|-----------|---|
| 90 Points | Produces essentially error-free work. |
| 80 Points | Above average work, minimal errors |
| 70 Points | Acceptable; occasional formatting errors; no keyboarding or content errors. |
| 50 Points | Unacceptable; frequent keyboarding, content, and formatting errors. |

QUANTITY OF WORK:

- 90 Points Exceptional quality and quantity
- 80 Points Above average; meets all deadlines.
- 70 Points Volume of work is satisfactory; meets 70-80 percent of all deadlines.
- 50 Points Very slow; cannot complete work by the deadline.

RELATIONS WITH OTHERS:

- 90 Points Exceptionally well accepted
- 80 Points Works well with others
- 70 Points Has some difficulty working with others
- 50 Points Works poorly with others

ATTITUDE-APPLICATION TO WORK:

- 90 Points Outstanding enthusiasm
- 80 Points Very interested and industrious
- 70 Points Average interest and diligence
- 50 Points Indifferent and not interested

JUDGMENT:

- 90 Points Exceptionally mature in judgment and decision-making
- 80 Points Above average in making decisions
- 70 Points Sometimes uses poor judgment
- 50 Points Consistently uses poor judgment

DEPENDABILITY:

- 90 Points Completely dependable
- 80 Points Above average dependability
- 70 Points Usually dependable
- 50 Points Neglectful or careless

Please compose a brief summary (on back or separate sheet of paper) of your extern's accomplishments.

Appendix D
Student Evaluation of Externship
Business Administration

APPENDIX D

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STUDENT EVALUATION OF EXTERNSHIP

STUDENT _____ PROGRAM _____

SPONSORING AGENCY _____ SEMESTER _____

INSTRUCTIONS: Rate your work site experience according to the following criteria by circling the appropriate number.

4 Always 3 Usually 2 Occasionally 1 Seldom 0 Never

The work provided me with an educationally meaningful experience.

4 3 2 1 0

I received guidance and assistance throughout the externship experience.

4 3 2 1 0

The work provided me with assignments related to my abilities and skills.

4 3 2 1 0

My work supervisor was reasonable and fair.

4 3 2 1 0

My fellow employees were friendly and cooperative.

4 3 2 1 0

My overall satisfaction of the externship site.

4 3 2 1 0

Remarks or Suggestions:

I would recommend this sponsoring agency to other students.

Yes _____ No _____

Student Signature _____

Date _____

Appendix F
Student Personal Information Sheet

APPENDIX F

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(607) 729-8915

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Please complete the following information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Program: _____

Any information regarding your availability, transportation, ideal work site, special interests, etc.:

Appendix G
Externship Guidelines

APPENDIX G
ELMIRA BUSINESS INSTITUTE

The Career College

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Vestal, NY 13850

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Externship Guidelines

1. The student, site supervisor and the Externship Coordinator must sign all training agreements before the externship begins.
2. The student and the site supervisor must sign all timesheets before being turned into the Externship Coordinator. Timesheets must be calculated at a minimum of 15 minute intervals.
3. Proper dress attire is required at your externship site. Women should wear conservative business attire. This means no tank tops, halter-tops, shorts or mini- skirts. Men should also be dressed appropriately. This means no shorts or t-shirts. No jeans are allowed at any externship site. Footwear should also be business appropriate. No sneakers or sandals allowed.
4. Attendance at your externship site as well as in class is mandatory. If you are unable to be at your site or in class during your scheduled time you must let your site supervisor and your externship coordinator know immediately. **NO EXCEPTIONS.** Students have been dismissed from externship sites due to poor attendance. No scheduling changes are to be made without prior approval from Externship Coordinator.
5. You are required to remain professional at your externship site. This could be a potential employment opportunity and your attitude can help or hinder your chances of being hired.
6. No personal phone calls are allowed at your externship site unless an emergency arises.
7. All externships are non-paid.

Any violation of these policies can result in a withdrawal from externship and deemed a withdrawal from the course.

Student Name (Print)

Student Signature

Date

Externship Coordinator Name (Print)

Externship Coordinator Signature

Date

Appendix H
Confidentiality Policy
Business Administration

APPENDIX H

ELMIRA BUSINESS INSTITUTE

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Confidentiality Policy

All information about staff and clients are **CONFIDENTIAL AND PRIVILEGED** to the office at which you are working. Case histories, records, charts, reports, correspondence, and any records are confidential, and must be guarded at all times. You should never even mention a client's name to someone outside this office.

All externs are required, as a condition of externship, to maintain the confidentiality required by this policy. Employees may not give advice to clients or their responsible parties on professional or personal matters, unless otherwise instructed. Also, do not engage in conversation about any client in a public place or areas of the office where others may hear you.

Never reveal to others the names of any clients of the practice. Be particularly careful in leaving telephone messages for a client. Messages should be limited to the practice name and phone number so the call may be returned. No information regarding a client's appointment or financial (including insurance) information is to be left in message form.

ACKNOWLEDGEMENT:

By my signature below, I confirm I have read and understand this Policy of Confidentiality of the Externship Program and agree to abide by this policy as a condition of my externship. Failure to do so will result in immediate removal from externship. I have retained a copy of this signed Agreement for my records.

Student Name (Print)

Student Signature

Date

Externship Coordinator Name (Print)

Externship Coordinator Signature

Date

Revised 5-18-17

Appendix I
Externship Time Sheet

Elmira Business Institute
Business Administration Externship Timesheet/ Skills Assessment
Week Of: _____

Day	Time In (AM)	Time Out (AM)	Time In (PM)	Time Out (PM)	Total Hours for Day			
Monday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Tuesday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Wednesday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Thursday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Friday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Saturday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____

Total Hours this week: _____

Copy 1: Externship Coordinator

Student Name (Print) _____

Student Signature: _____

Supervisor Name (Print) _____

Supervisor Signature: _____

Externship Coordinator Name (Print) _____

Externship Coordinator Signature: _____

Elmira Business Institute
Business Administration Externship Timesheet/ Skills Assessment
Week Of: _____

Day	Time In (AM)	Time Out (AM)	Time In (PM)	Time Out (PM)	Total Hours for Day			
Monday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
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Thursday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Friday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Saturday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____

Total Hours this week: _____

Copy 2: Extern

Student Name (Print) _____

Student Signature: _____

Supervisor Name (Print) _____

Supervisor Signature: _____

Externship Coordinator Name (Print) _____

Externship Coordinator Signature: _____

Elmira Business Institute
Business Administration Externship Timesheet/ Skills Assessment
Week Of: _____

Day	Time In (AM)	Time Out (AM)	Time In (PM)	Time Out (PM)	Total Hours for Day			
Monday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Tuesday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Wednesday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Thursday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Friday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____
Saturday Date: _____						<input type="checkbox"/> Process Mail <input type="checkbox"/> Data Entry <input type="checkbox"/> Customer Service <input type="checkbox"/> Spreadsheet Project	<input type="checkbox"/> Answer Phones <input type="checkbox"/> Fax/Scan <input type="checkbox"/> Schedule Appointments <input type="checkbox"/> Perform Inventory	<input type="checkbox"/> Transcription <input type="checkbox"/> File <input type="checkbox"/> Database Project <input type="checkbox"/> Other: _____

Total Hours this week: _____

Copy 3: Externship Site Supervisor

Student Name (Print) _____

Student Signature: _____

Supervisor Name (Print) _____

Supervisor Signature: _____

Externship Coordinator Name (Print) _____

Externship Coordinator Signature: _____

Appendix J
Release of Liability



Release of Liability

This Liability Release, Waiver, Discharge and Covenant not to Sue, (hereinafter referred to as “Release”), executed by _____, whose address is _____, to Elmira Business Institute, (hereinafter referred to as “EBI”).

1.0 As a student member of EBI, I desire to participate in the field trip to _____, NY on _____ as described in the itinerary (hereinafter referred to as “Activity”), and I fully understand the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity, and in any independent activities I undertake as an adjunct to the Activity, which dangers include, but are not limited to, automobile accidents, theft of personal property, and which also could include serious even mortal injuries. I further understand and expressly acknowledge that my participation in the Activity is not required by EBI and that it is voluntary and my own decision. I further understand and acknowledge that I choose to drive my own vehicle to and from the Activity, or ride as a passenger in a vehicle owned or rented by another participant, that EBI will not insure such private or commercial vehicles, and that the owner and/or rental driver shall be responsible for providing automobile insurance which adequately, and in conformance with the law, covers the occupants, including passengers.

2.0 I agree to conduct myself responsibly throughout the Activity and will conform my conduct to the laws of the State of New York and in accordance with any code of conduct applicable to EBI students in general, as well as any specific professional or organizational code of conduct, including but not limited to any such laws or codes pertaining to alcohol consumption and/or drug use, etc.

3.0 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal representatives, I, the undersigned, are to assume all risks inherent in the Activity, the transportation, and in any independent activities undertaken as an adjunct thereto, and in advance release, waive, and forever discharge, and covenant not sue EBI, its governing board, officers, agents, employees (hereinafter collectively referred to as “Releases”), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to, suffering and death, that may be sustained by me or by any property belonging to me, whether caused upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted

4.0 I understand and agree that Releases do not have medical personnel available at the location of the Activity. I agree and hereby grant Releases permission to authorize emergency medical treatment, if necessary, and that such action by Releases shall be subject to the terms of this document. I understand and agree that Releases assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND BEFORE SIGNING. STUDENT:

Student Name (Print)

Date

Student Signature)

Date

Appendix K
Professionalism Pledge

Appendix K

PROFESSIONALISM PLEDGE

Elmira Business Institute Employer Advisory Board

Professional Career Expectations The Top Ten Ways to Be in the “Know”

1. Be here and be early! Show initiative! Attendance is the key to your success!
2. Use good manners; listen when others are talking.
3. Meet deadlines. Work is due on time.
4. Cell phone use is for emergency purposes only.
5. Mere physical presence is not equal to active participation.
6. Take pride in your appearance, behavior and hygiene.
7. Use appropriate professional language and stay out of office politics.
Maintain professionalism on ALL social media. Employers are using this as a pre-hiring tool!
8. Be conscious of your surroundings; avoid inappropriate topics.
9. Value academic integrity; no cheating.
10. Be supportive and patient with yourself and each other as we all learn together.

I agree to abide by these expectations

Student Name (Print)

Student Signature

Date_____

Revised 6-2-17

Appendix L
Externship Standards Agreement

Appendix L

ELMIRA BUSINESS INSTITUTE

4100 Vestal Road
Vestal, NY 13850
607-729-8915
Fax: 607-733-8916

EXTERNSHIP STANDARDS AGREEMENT

I, _____, understand that my
(Please print full name)
inability to complete the externship due to being released by the site or college may
disqualify me from obtaining an Associate in Occupational Studies degree. All decisions
will be made by Elmira Business Institute's Administration.

Student Name (Print): _____

Student Signature: _____ Date: _____

Externship Coordinator Name (Print) _____

Externship Coordinator Signature: _____ Date: _____

Revised 5-26-17

Appendix M

Externship Entrance Interview Rubric

APPENDIX M

ELMIRA BUSINESS INSTITUTE Externship/Workforce Readiness Interview

Each student will be required to complete an entrance interview prior to being placed at a site. The purpose of the interview is to assist the externship coordinator with appropriate placement of the student as well as to ensure that the student understands what is expected of them. The student will be interviewed by a committee made up of administrators. The student will be required to compose a thank you letter for the interviewing committee. For the interview, students should come professionally dressed and bring the following:

1. Career ePortfolio (should meet or exceed employer expectations).
2. Resume and references sheet (should also be included in the ePortfolio).
3. Required documentation (shot records, physical exam, etc.) if applicable.
4. Required externship forms

Externship Entrance Interview Rubric

Student Name: _____ Program: _____

Content	4- Excellent	3- Above Average	2- Average	1- Below Average	0- Failing	N/A
Preparedness	Student has all required items and was ready to interview.	Student was ready to interview, but did not have all proper paperwork.	Student was not ready to interview, but had all required paperwork.	Student had no paperwork, and was not ready to interview.	Student did not interview.	
Dress Code Accounting & Business Students	Student is clean. Dressed appropriate for their field. Clean, neat business wear and clean shoes.	Student is clean. Student is dressed in business casual clothes. Wearing sandals, or other inappropriate footwear.	Student is clean, but hair disheveled. Students are dressed in business casual, unpressed, or dirty shoes.	Student has poor hygiene. Student in jeans, or shorts, sandals, or other inappropriate footwear are worn.	Student's hygiene is poor, unshowered, or unshaven. Student in sweats or pajamas. Dirty, unprofessional clothing worn.	
Job Application (on site) At the discretion of interviewer	Complete (100%) Neat; legible	Nearly Complete (75%)	Partially Complete (50%)	Minimally Complete (25%)	No application submitted or Unacceptable (0%)	

Attendance	Student has missed no days this semester	Student missed 1-2 days this semester.	Student missed 3-4 days this semester.	Student missed 5-6 days this semester.	Student has missed 7 or more days this semester.	
Professional Behaviors (to be determined by key instructors in the program)	Never displays disruptive behaviors in any classes, is always respectful of other with words and actions, and cooperates in classroom and/or lab environments.	Never disruptive in any classes, participates regularly in class and/or lab, with few reminders from instructor.	Rarely disruptive in class, limited participation in class and/or labs. Needs some reminders from instructor to stay involved.	Occasionally disruptive in class, rarely participates in class discussions or lab environments. Student needs consistent reminders from instructor to stay involved in the class or lab.	Frequently disruptive, or rude in class. Disrespectful of others with words or actions. Seldom participates in class discussion or lab environment.	
Skills Assessment: ePortfolio & EBI transcript	Student is able to perform all requested skills with no errors and/or ePortfolio contains projects showing major program achievements.	Student is able to perform all requested skills with 3 or fewer errors and/or ePortfolio is nearly complete.	Student is able to perform all requested skills with 4-6 errors; and/or ePortfolio projects reflect minimal course objectives met.	Student performs requested skills with 7-10 errors; and/or ePortfolio is incomplete, or few products reflect course objectives, or projects have no grading rubrics, or skill assessment.	Student is unable to perform requested skills; or ePortfolio.	

Workforce Readiness (Skills):

Comments:

Externship Coordinator Name (Print)

Externship Coordinator Signature

Date

Academic Dean Name (Print)

Academic Dean Signature

Date

Student Name (Print)

Student Signature

Date

Appendix N
Social Media Release

APPENDIX N
ELMIRA BUSINESS INSTITUTE

We would like to **CONGRATULATE** you on your acceptance to the Elmira Business Institute Family!

In continuing our dedication to always put our **STUDENTS FIRST**, we look to continue to build our family. Our social media presence continues to increase and we want to celebrate your start and continuance of a successful journey.

As part of our **STUDENTS FIRST** campaign, we regularly like to post accomplishments and awards using our social media accounts.

To be **FERPA** compliant, as stated in the college catalog, we ask you to review and confirm the additional information below:

_____ I understand that to comply with FERPA rules and regulations, I grant access for my directory information to be released in accordance to name, honors, and awards, including graduation dates.

_____ I understand that my statements, pictures, testimonials and directory information may be posted on social media, EBI's website, within the institution's advertising, as well as placed around campus for honors and awards.

_____ I understand that the above information has been explained to me and I can obtain more information regarding these regulations by referencing the official college catalog or visiting the Department of Education website: <http://www.ebi.edu> or <http://www.ed.gov>.

_____ I understand that I have rights and responsibilities under Section 129A and 129B of the Education Law to report any sexual and/or domestic abuse/violence to my Title IX Coordinator. I understand that information related to Title IX can be found on the EBI website, www.ebi.edu.

_____ I understand that the college website also contains the official student handbook, student externship handbook, course syllabi as well as policies and procedures pertaining to EBI students.

_____ I agree to comply with these rules and regulations which govern academics, attendance, appearance, dress code, professionalism and conduct, as well as Financial Aid.

I, the undersigned, have read and understand ELMIRA BUSINESS INSTITUTE'S Handbook and Catalog as detailed in this form which contains the rules and regulations for the college.

Student Name (Print): _____

Student Signature: _____

Date Signed: _____

Appendix O
Student Dress Code

Appendix O

Elmira Business Institute Student Dress Code (Non-Medical Assisting Students)

Elmira Business Institute's mission is to expediently educate our students to enter into a professional career. This College maintains a professional, unbiased, safe atmosphere at all times. Our students are to dress in casual business attire when attending classes. The following minimum, casual business dress code is to be adhered to. The dress code is designed to protect the rights of all students while encouraging a positive educational experience for all and professional awareness and growth. Student Identification Badges are required to be worn while on campus to promote professionalism and for security reasons.

Some courses are specifically designed to educate the student in professional demeanor and dress. These courses may require the student to dress above the minimal dress code. In these courses students will be expected to adhere to the more stringent requirements of professional dress. Professional business dress requirements will be defined by the instructor.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for business and allied health care settings. This dress code is designed to help students make professional choices regarding attire that will be appropriate attire in their professional future. Students are expected to dress themselves in a manner that is not potentially dangerous, does not distract others or disrupt education, and does not convey a non-professional message.

Students may not wear anything that contains wording or pictures that: make a derogatory statement; promote gang involvement; promote drugs, alcohol, tobacco or fire arms; have sexual or political connotations; are libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability; or in any other way, in the opinion College, reflect an inappropriate message and/or are in poor taste. Students are expected to dress in casual business or professional attire (other than scrubs in MED courses). Students will wear appropriate foot wear as described below.

All College employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate, business casual appearance.

Shirts/Sweaters/T-shirts

Acceptable:

- Collared shirts, dress shirts, turtlenecks, long- or short-sleeved blouses.
- Midriff, chest area & shoulders **must be covered.**
- Tops must extend below belt loops. If not, the shirts must be layered so that this length is met.
- T-shirts, with non-offensive graphics (see unacceptable attire above)

Unacceptable:

- Tank tops (straps less than two fingers in width).
- Tube tops, halter tops, or single-shoulder tops and jumpers.
- Mesh or fishnet styles, if worn as a singular top with nothing underneath.
- Tight Spandex-type materials not covered by a blouse or T-shirt.
- T-shirts (any that promote derogatory statements and gang involvement)
- Clothing that exposes the chest or midriff.
- Low-cut or plunging necklines.
- Sheer and see-through tops if worn as a singular top without another shirt underneath.
- Visible undergarments.

Pants/Shorts/Skirts/Dresses/Jeans**Acceptable:**

- “Docker”-style pants, cargo pants.
- Dress pants
- Capri-length pants, gaucho pants.
- Dresses, jumpers or skirts/skorts must be longer than the fingertips when hands are straight down.
- Jeans without rips, holes, tears
- Dress shorts

Unacceptable:

- Baggy pants that:
 - ❖ Do not fit the wearer’s waist. (For example, wearing a size 38 when the actual waist is a size 30 and/or wearing a size 30 when the actual waist is size 38.).)
- Show that undergarments are not worn.
- Expose skin or undergarments.
- Need to be held up with a hand.
- “Low Rider” pants that expose skin.
- Jeans with rips, holes, tears
- Pajama bottoms.
- Undergarments, underwear or boxers those are visible.
- Sheer and see-through clothing.
- Are not longer than the fingertips when hands are straight down.
- “Short-Shorts”
- Chains or metal belts.

Footwear

Acceptable:

- Loafers.
- Boots.
- Closed footwear, including clogs.
- Crocs.
- Nonflexible rubber sandals.

Unacceptable:

- Not wearing shoes
- Flip-flops (flexible rubber sandals).
- Bedroom slippers
- Any footwear with a heel higher than three inches or presents a safety hazard
- Footwear with dirt or mud

Accessories

Headgear: Hats, headscarves, hoods, “hoodies,” wave caps, stocking caps, visors, sunglasses and bandannas must be removed upon entering the building and stored out of sight. This applies to both men and women. Administrative approval is needed for exceptional circumstances.

Compromising Safety: Heavy chains, clothing or any other items with pointed metal studs that may be deemed hazardous in any way are not permitted in school. This includes, but is not limited to, wallet chains, bracelets, belts, chokers, rings, over-sized earrings, etc.

A good general policy is: If there is any question about an item being inappropriate, DO NOT WEAR IT. Dress related to student’s religious affiliation will be accepted.

Consequences

- Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.
- In addition, any student who refuses to do so shall be subject to discipline as outlined:
 - First Offense: Verbal Warning.
 - Second Offense: Written Warning.
 - Subsequent Offense: Possible Dismissal
 -

Student Name(Print): _____

Student Signature: _____ Date: _____

Revised July 2017

Appendix P

Externship Contact Log

Appendix P
EXTERNSHIP Contact Log

Student Name: _____ Program: _____
Site Name: _____ Contact Person: _____
Phone/Email: _____

Week of	Hours for Week	Contact Method	Concerns- Comments

Externship Coordinator Name (Print): _____

Externship Coordinator Signature: _____

Date: _____

Revised 5-26-17

Appendix Q
EBI Student Identification Policy

Appendix Q
Elmira Business Institute
Student Identification Policy

- All students must have a valid ID badge while on campus.
- Students must report a lost, stolen, or misplaced ID badge to security immediately.
- Badges must be displayed in a visible manner with picture facing out, on the outside of clothing between the collar and above the waist at all times while on campus.
- If a badge is worn outside stated guidelines, students will be asked to display it properly. If students are asked to show their badges they should do so willingly
- Students that misplace or forget to bring their badge to school must sign out a temporary visitor badge at reception. Loaner badges are to be returned to security before the student leaves for the day.
- Students can only check out one (1) badge each academic semester. If a student requests a second temporary badge within this time period, security will notify the Campus Director. The student will be charged \$10 to replace the ID badge.
- Access: Students may not use their badge to provide unauthorized access to another student, employee, visitor, guests, member, relative, etc. who does not have his/her badge. All guests/visitors must be directed to the reception area. Students who are caught doing this may be subject to disciplinary action through the Campus Director's office, by verbal and written warning, suspension or dismissal.
- Students refusing to display badges as described above will be reported to the campus director as well as security.

I have read and understand these guidelines regarding my student identification.

Student Name (Print)

Student Signature

Date

Revised 6-2-17