

**Accessed Documents, and
Related Policies & Procedures
(Student Affairs and College Counseling)**

Locate, access, read, and familiarize yourself with the site-related documents in order to learn the related policies and procedures for your site(s). You may choose to collect these documents (or relevant sections) and create a reference binder for use at your internship site. For documents, policies and procedures not accessible please indicate "n/a." If there is no formal document, but there is a policy or procedure, have the appropriate individual(s) on-site review the policy or procedure with you and note it as "accessed."

Intern: _____ **Site:** _____

Semester: _____ **Course:** _____ **Date:** _____

Date Accessed		Verifying Initials
_____	University mission statement	_____
_____	Student Affairs mission statement	_____
_____	Student Affairs administrative flow chart	_____
_____	University traditions	_____
_____	Crisis management policies and procedures; notification procedures for emergencies	_____
_____	International students' assistance and advising; policies and procedures	_____
_____	Students with disabilities' assistance and advising	_____
_____	Academic Support programs; special needs and multicultural programs	_____
_____	University student associations and governance	_____
_____	University student organizations and involvement	_____
_____	University sports and recreation programs	_____
_____	University activities calendar	_____
_____	Student conduct policies and procedures	_____
_____	FERPA & other record keeping policies and procedures (Family Educational Rights & Privacy Act)	_____
_____	Accessing legal counsel policies	_____
_____	Course scheduling & planning procedures	_____
_____	Referral for outside resources (e.g., counseling)	_____
_____	NCAA requirements & procedures for student athletes (post-secondary policies & procedures)	_____
_____	Attendance policies & procedures	_____
_____	Student health policies & procedures	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____