



51 U.S. Route 1, Suite K, Scarborough, ME 04074
1010 Stillwater Ave., Bangor, ME 04401
(800) 447-1151 | www.NTINOW.edu

IT Externship Qualifications and Expectations Policy

Students will utilize knowledge gained in our classrooms, and integrate what they have learned into a hands-on experience when placed into an externship. Externships provide the opportunity to work with experienced professionals in a technical environment to hone your classroom skills. Our goal is to provide you and our externship partners with a rewarding experience that will further your knowledge and skills in your chosen field.

Externship Scheduling

The Career Services Team will schedule all externships. If students are aware of a specific location they prefer, please provide the contact information to Career Services to make the arrangements.

- **For the student's protection, all externship arrangements must be made through Career Services.**
- **Externships may require you to be available to work full shifts in the facility in addition to any classes, work and/or family commitments you may have.**

Please discuss with your instructor before accepting an externship while still attending classes at NTI. This insures that you will be able to balance both successfully. Instructors will make every effort to accommodate other commitments however; their priority is to assure that you receive the training to which you are entitled. Externships may begin as early as 7:00 AM and may end as late as 6:00 PM. A commute no greater than 60 miles may be required.

HVAC Program Requirements:

- Student's grades will be reviewed at 50% and again at 100% of the program. The student must obtain an 80 percent average to qualify for an externship.
- Students should expect to sign and uphold confidentiality statements.
- Motor Vehicle Record and Criminal Background Checks may be required before externship placement.
- Externship Placement may require that students complete drug testing payable by the student.



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Student Attire

- Clothing that is appropriate for the position. This clothing is the student's responsibility, although uniforms may be provided by the externship site.
- A clean, neat appearance is expected; it is expected that you maintain acceptable personal hygiene.
- To avoid the danger of becoming caught in equipment, cause injury to yourself or those around you, long hair must be tied back, fingernails should be reasonably short and dangling jewelry; such as bracelets and long earrings are not acceptable during the externship.
- Use of fragrance/ i.e. perfume/ cologne/ aftershave/ while working should be avoided as it can add to medical complications for certain people.

Professional Behavior

It is imperative that you represent yourself as well as NTI with a professional appearance and demeanor in the externship environment. You will be assigned a mentor at the job site. Students are expected to follow all policies and procedures of the facility as well as instructions from facility staff. This is for your safety and the safety of those around you. Unsafe practices will be documented and discussed with the student. If an incident arises and improvement does not occur, the student may be dismissed from the apprenticeship.

Violations of Confidentiality

Confidentiality is a professional/ethical responsibility of all professionals. Policies and procedures regarding confidentiality will be discussed both in our classrooms and at the externship facilities. In some cases, students may be required to sign confidentiality agreement with the job site. I have read the above policy and agree to all terms.

Print Name _____

Student Signature _____ Date _____

Official Signature _____ Date _____