

## **GENERAL**

I have received the Morris Cardio Mission Statement and Core Values and believe in the values set forth by the practice.

While I am at MCRRC I will interact with patients and community members with the utmost respect and practice integrity and honor in everything that I do.

I understand I am responsible for communicating and delivering ALL responsibilities and tasks as delegated by my associated school to my site internship supervisor at the initiation of my internship and also must follow up with my supervisor within a reasonable and timely manner previous to said tasks deadlines. If I do not provide my site supervisor appropriate time to complete these tasks I may not receive them back by my school's deadlines.

I understand I am not to use my phone for personal reasons during internship hours unless extenuating circumstances arise and I communicate these with my supervisor.

At the end of every week I will sit down with my site supervisor and I will present any thoughts on my internship progression. My supervisor will then provide one area of improvement and one area of strength for me to notate.

## **HOURS**

The schedule created for you is strict and must be treated as such. If you cannot make it to work you must call-out within a minimum of 2 hours previous. If you have schedule conflicts these must be submitted as soon as possible so adjustments can be made if appropriate.

I understand all my hours **MUST** be documented by myself every day, left at the practice, and approved by my site supervisor on a weekly basis. It is my responsibility to ensure this happens. The hours must also be cumulatively added to the previous hours for a running total.

If I no-call, no-show to one of my scheduled shifts at Morris Cardio it is grounds for externship termination. If I arrive tardy or miss my scheduled days repeatedly this is also grounds for termination.

My hours must reflect accurately if I am late or leave early from my site, even if it is 5 minutes. I also understand my internship hours are established that I am ready to begin work at the start of my determined internship clock-in time.

Lunch hours are not included in my internship hours.

You are allotted a personal 15-minute break each day. If your break is longer than that period it must be accounted for on your time sheet.

**ATTIRE**

I understand this is a professional place of business and I must reflect this through my attire and demeanor; business casual or greater at all times, unless my duties reflect alternative dress.

Attire must also fit into the following parameters:

- Appropriate closed toe shoes
- Void of vulgar innuendos or discriminatory slang
- All potentially offensive tattoos, as determined by supervisor, covered at all times
- No large dangling jewelry
- No clothing supporting competitive facilities

I understand I must arrive well groomed and ready to begin my internship per my schedule.

**ADDITIONAL**

I understand while Morris Cardiovascular employs me as an intern my actions both on and off the facility reflect the face of the practice and I must conduct myself in a professional manner at all times.

I understand that my commitment at Morris Cardiovascular to promote health within the community also includes myself and I must also make efforts to engender healthy habits within my own life as well.

I understand I am responsible for my own development within my internship at Morris Cardiovascular. If there are activities or developments that I would like to be a part of, if I would like greater responsibilities, or if I find myself spending much of my internship doing activities I am uninterested in, I must take it upon myself to express this to my site supervisor.

I understand Morris Cardiovascular and Risk Reduction Center reserves the right to terminate the agreement of my internship at any time if it is deemed necessary.

I understand my ideas and time are valued at Morris Cardiovascular and Risk Reduction Center and that this is a place of education. If at any time I have questions or new thoughts and ideas I am highly encouraged to communicate freely with my site supervisor.

I understand I will be held accountable for my actions and I have read and understood the entirety of this document.

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*Intern, Printed*

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*Intern, Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Date*