

Internship Year Handbook



We are excited to work with you!

We look forward to building a meaningful and fun Program; the guidance and expectations in this Handbook help us to do just that.

Internship Year (“the Program”) is a rare **opportunity to shape your life** by expanding your skills to prepare you for a satisfying adulthood, including a successful transition to your next step. It is also **a wonderful time to be a part of a vibrant community of unique individuals**. In the months ahead, you will have the chance to make decisions about the kinds of working, living, and learning environments that are best for you, and caring educators will support you with your individual educational goals.

While there is considerable room to make individual choices while at Dynamy Internship Year, there are also certain policies and guidelines that you must follow. Our primary goal is individual and group safety so that each student may meet his/her personal goals. This Handbook is presented as a resource to help you understand Program structures and policies. Careful review and familiarization with this Handbook is *YOUR* responsibility, and you should feel free to discuss any questions you may have with any of the Internship Year staff.

This Handbook is not to be construed as a contract between Dynamy and its students, but as guidance to many of Dynamy’s policies. The Handbook does not cover every aspect of your internship or participation in the Program; all or any part of the Handbook may be modified or changed by Dynamy at any time, with or without prior notice, as it is deemed appropriate.

Basic Expectations & Policies

A. GENERAL GUIDELINES

As a guiding principle, **we ask you to make positive choices that allow you and fellow students to make full use of the learning opportunities available in the Program.**

The following general guidelines cover our **basic expectations** for student behavior. We expect each student to:

- **participate** in all Program activities (internships, meetings, retreats, residential life, Program days, etc.);
- **maintain residence** in Dynamy housing while in the Program;
- **communicate respectfully** with advisors, sponsors, other students, staff and others;
- work diligently on their personal goals and **consistently reflect on individual experiences** (both in advising and through your portfolio);
- behave in a manner that **respects the health and safety of oneself and others**; and
- abide by local, state and federal laws, regulations and ordinances.

When students are able to consistently meet these guidelines, everyone in the group feels safe and the Program is fun and inspiring. However, failure to meet these guidelines will result in disciplinary action (outlined on the next page).

B. NON-DISCRIMINATION & ACCOMMODATION OF DISABILITIES

Dynamy administers its Program in a manner that is free from discrimination on the basis of race, color, sex, sexual orientation, gender identity, national origin, religion, and physical or mental disability.

Dynamy will provide reasonable accommodations for the known physical or mental limitations of qualified students with disabilities to enable them to perform the essential requirements of the Program and to enjoy the benefits of the Program, unless such accommodation would impose an undue hardship on Dynamy or fundamentally alter the nature of the Program. **Students with disabilities who would like to request any accommodation must make such requests to the Director.** Informal requests for accommodation directed to advisors or other Dynamy personnel are not sufficient.

Appropriate **documentation of the disability will be required** of any student making request for accommodation. Request for accommodation should be made as soon as a student believes that their disability may impede their ability to succeed in the Dynamy Program; in this way, the student and Dynamy can work together to attempt to facilitate the student's meeting of Program requirements. **If the student is unable to meet the modified expectations/accommodations, at the Director's discretion a medical leave will be necessitated.** Information regarding disabilities will be kept confidential to the extent

practicable but will be disclosed as necessary for evaluation and provision of reasonable accommodation by Dynamy and/or by an internship sponsor.

C. POLICY ON DISCIPLINE

We look forward to engaging in the Program's exciting and meaningful learning opportunities with you, and hope that very little formal discipline is necessary. Students are expected to take responsibility for their actions and to genuinely work to improve any behavior that a staff member or internship sponsor coaches them on informally.

However, formal discipline is sometimes necessary. Students are held accountable when performance is unsatisfactory or when Dynamy's policies are violated. When deemed appropriate by Dynamy, the following disciplinary steps will be taken:

1. **Counseling:** The student is counseled verbally about performance or conduct in an effort to eliminate any misunderstanding and improve performance and/or conduct.
2. **Written Warning:** The student receives a written notice of discipline following continued poor Program performance, repeated misconduct, or a first violation considered more serious than counseling at the discretion of Program staff.
3. **Probation Agreement:** A Probation Agreement describes your performance and/or conduct deficiencies and outlines the required corrective action. Failure to take the specified corrective action will result in an expanded agreement, suspension or dismissal (as outlined in the original agreement). Parents/guardians are notified of any Probation Agreement and the circumstances leading to it.
4. **Suspension:** Suspension is an immediate limit of certain privileges for a period of time, plus required specific restorative actions. Examples of a suspension include the revocation of the privilege of staying in residence at the Dynamy apartments for a week or two, or the loss of visitor privileges. Suspension of a student may occur under circumstances including, but not limited to, the following:
 - a. Dynamy has made efforts to have a student correct performance or conduct and the student has not responded because they are unwilling; or
 - b. The student's performance or conduct is of such a serious or unsafe nature, as determined by Dynamy, that suspension is deemed by Dynamy to be warranted.
5. **Dismissal:** Dismissal is the final and immediate removal of a student from the Program, including residence in the Dynamy apartment. It occurs in the most serious circumstances as determined by Dynamy staff. **If a student is dismissed from the Program for disciplinary reasons, he or she will not receive any refund and will not be allowed on Dynamy property following dismissal.**

At times, students who are in the presence of another student who is breaking a Dynamy rule or policy may be held equally responsible. This policy does not prevent, limit, or delay Dynamy

from taking any disciplinary action, including suspension or dismissal, without prior warning, where Dynamy finds such action appropriate. Also, Dynamy may contact your parent or guardian in connection with any disciplinary step. Parents/Guardians will be notified of any Drug or Alcohol related issues regardless of disciplinary status.

Students are encouraged to bring any questions, clarifications or concerns about the above policy to the attention of the Director as soon as possible.

D. STIPENDS

Stipend checks are available from the Program staff each Monday and then during the assigned times outlined in the beginning of each semester. You must turn in your weekly timesheet in order to get your check. If a student turns in a timesheet more than a week after it was due, they will not be able to receive a stipend for the hours worked during that time period, but the money from that stipend will be returned at the end of the semester. You are encouraged to open a checking account at a Worcester area bank if you expect to receive personal checks from home. Dynamy cannot cash personal checks.

E. HOLIDAYS

The Dynamy office is closed for most Monday holidays, but Program staff will still be running Programming with you on these days. Dynamy expects all interns to participate in Dynamy Programming on all Monday holidays. **If you are working in the public schools during the winter or spring terms, the public schools close for vacations for one week in February and one week in April. You must plan with your Advisor to have a one-week placement at an alternate site during those weeks.**

F. MEDICATION

Parents and/or students are to report all medications to Dynamy. On Opening Day, the Director/staff will fill out medication forms for each student that is taking any medication. The Director will collect all psychotropic and controlled substance medications, other than a two-week supply, and will securely store these medications while you are in the Program. Psychotropic and controlled substance medications will continue to be distributed on a bi-monthly basis until you return home at the end of the semester. All psychotropic and controlled substance medications need to be stored in your Dynamy-issued lock box. If you have a medication that is being held at Dynamy, the Director will notify you when your medication is running low. It is your responsibility to get a refill on your medications.

If a student is found with an unreported medication on Dynamy property, that student will be subject to disciplinary action. For health and safety reasons it is imperative that students and/or parents contact the Director if any changes have occurred in a student's medication. Dynamy fully expects all interns to be able to monitor and take their own medications independently without the assistance of Dynamy staff.

Internships

Active involvement in full-time internships is the cornerstone upon which the Dynamy Internship Year is built. Access to a wide variety of professional work environments (before completing a four-year major or earning a college degree in the field) sets Internship Year apart from other pursuits. ***What you invest in these internship experiences has a direct bearing on what you gain.***

Past students have gained a great deal of insight because they developed a clear understanding of the day-to-day realities of various jobs. Other students have developed valuable “hard skills” relating to a given profession. Dynamy has come to believe that what is most important about your internship experience is what you learn about making the world of work rewarding for yourself and others, regardless of the specific profession that you ultimately enter.

A. SELECTING INTERNSHIPS

While you are on the Adventure Challenge, Advisors finalize interviews for your internship placement based on your Interests Form and prior conversations with you. Every effort is made to find a good match for you. However, it is often less important to find the “perfect” internship than it is to have a productive initial experience as a whole. Since internships can take weeks to arrange, **Dynamy expects you to select your first internship from one of your Orientation interviews.**

As the year progresses, you will assume increased responsibility for arranging subsequent internship interviews. You are free to review the Internship Resource Book in the Dynamy office to generate ideas. Although your Advisor will help you to identify potential placements, it is your responsibility to schedule and complete interviews in a manner that allows sufficient time for both you and your prospective sponsor to decide whether the match is a good one. **Each student is expected to have internship placements finalized prior to the vacation preceding that placement period.** The entire selection process (including the scheduling and completing of interviews around competing schedules) can easily take 2-3 weeks. Accordingly, you must be sure to allow sufficient time to complete the process before vacation begins.

Please Note: It is important that you take the initiative in the internship search process and go beyond the sponsors listed in the Internship Resource Book. Many past students discovered and developed a new internship site that was the best fit for their individual interests or goals. **However, it is essential that you communicate with your Advisor BEFORE contacting any prospective sponsor.** This requirement is critical for Dynamy to avoid having several students contact the same sponsor and for Dynamy to evaluate the appropriateness of a site. Once you have decided on an internship, **it is crucial that you:** (1) confirm the placement with the chosen sponsor; and (2) inform any other sponsor with whom you may have interviewed of your decision and thank them for considering you.

B. INTERVIEWING FOR INTERNSHIPS

The internship interview is an important part of securing a valuable internship. Unlike a job interview (where you generally are expected to be competent in most aspects of the position that you are seeking), the internship experience is understood by potential sponsors to be educational in nature. You will be called upon to make significant on-the-job contributions, but sponsors also understand that you are at the internship in order to learn. Thus, you should view the interview as a time for a sponsor to learn not only about your background and abilities, but also about what your interests are and what you hope to learn. The give-and-take in an internship interview is very much a two-way street—the sponsor is looking for a student who exhibits a commitment to learning and contributing, and the student is looking for a valuable work site.

In most instances, you will be on your own while interviewing (i.e., not accompanied by your Advisor). Prospective sponsors have a wide range of familiarity with the Dynamy Program and are generally quite approachable. During Orientation you will participate in discussions and workshops about internships and interviews. You will also have the opportunity to discuss interview strategies individually with staff.

C. BEGINNING AN INTERNSHIP

Once you, your Advisor, and your sponsor have agreed to proceed with a placement, it is time to get started. Generally speaking, topics such as hours of work, dress requirements, etc. will have been touched upon during the initial interview. Once you've begun, your Advisor will come to meet with you and your sponsor for an **Internship Agreement Meeting**. During the meeting an **Internship Agreement Form** will be filled out detailing your goals, duties, expectations, and learning opportunities. The **Internship Agreement Form** will serve as a useful tool for both you and your sponsor throughout the internship.

Internship Attendance Policy

In order for any learning to happen during your Internship Year, you must be present and active in your internship. Internships are the cornerstone of the Program and a fundamental means of learning by doing, whether it is learning work-related tasks or communication (people) skills. ***Students who are consistent and reliable regarding attendance tend to progress quickly in their internships to more complex and interesting tasks.***

A. ATTENDANCE

Students are solely responsible for ensuring that they arrive at their internships on time. Waking early and leaving enough time to get to work are habits that are critical to daily life both during and after the Program. Dynamy expects each student to develop a routine that will ensure that this most fundamental requirement is met. Although you will work with your Advisor on personal practices and strategies to assist you in meeting this requirement, ***ultimately you will be held solely responsible for your internship timeliness.*** Students are expected to complete **28 hours per week** at their internship. Failure to meet

the minimum agreed-upon hours will result in disciplinary action and/or changes in privileges within the program.

B. TIMESHEETS

In order to help every student establish a consistent schedule and record of accomplishment, we expect each student to track their attendance with **Weekly Time Sheets** and to submit a Time Sheet, signed by their sponsor, to the Program staff each week. Upon receiving your Time Sheet, the staff will give you your weekly stipend (if you participate in the stipend plan). Dynamy supplies the timesheets to each student and hours should be documented on these time sheets.

It is your responsibility to fill out, get signed, and ensure the on-time arrival of your time sheet each week to the Dynamy office.

C. DISMISSAL FROM AN INTERNSHIP

Dynamy considers dismissal from an internship to be a very serious matter. You are not expected to be perfect, and every attempt is made to promote situations in which you can learn from your mistakes. However, students have been dismissed in the past for reasons ranging from excessive absenteeism or tardiness to an inability or unwillingness to improve substandard performance.

The Internship Year Program relies heavily on the greater Worcester community to make learning opportunities available. Dismissals from internships have a negative impact on Dynamy's relationships with internship sponsors and therefore can seriously jeopardize our ability to provide future students with a full complement of internship opportunities. In light of the seriousness of the issue, the following will result from any internship dismissal:

1. **First Dismissal From An Internship:** At minimum, you will be placed on a **Probation Agreement**, which will include a deadline for finding a replacement internship. You are required to discuss with your Advisor a plan for how you will address the issue(s) that led to your dismissal. This plan may be incorporated into subsequent Internship Agreement Forms, if appropriate. Every effort will be made to have a final meeting with the sponsor to process the dismissal.

NOTE: A first dismissal from an internship may result in immediate dismissal from the Program if, in the discretion of the Director, circumstances warrant it.

2. **Second Dismissal From An Internship:** Generally, you will be **suspended** or **dismissed** from the Program. A third internship dismissal will always result in dismissal from the Program.

Dynamy recognizes that there may be instances where, despite every effort to resolve issues in an internship placement, the placement proves to be inappropriate. In such cases, the sponsor, Advisor, and student can mutually agree to end such a placement before the conclusion of the internship period. Such mutual agreement will not be deemed a “dismissal” and, generally, will not result in discipline. **However, any student who quits or leaves an internship without first reaching agreement with their Advisor and sponsor will be deemed to have been “dismissed” from the internship and will be subject to the discipline described in this policy.**

D. ILLNESS

If you are sick, you may need to stay home from your internship. Sponsors (like most employers) tend to be very understanding when circumstances *beyond one’s control* warrant an absence. However, **you are expected to maintain good attendance by maintaining good health practices and not allowing minor indispositions or inconveniences to keep you away from your internship.** If you are feeling sick and are planning on calling out of your internship, **you must first contact your advisor to let them know before calling your sponsor.**

Chronic absenteeism, no matter the cause, seriously impairs the quality of an internship experience; hence, Dynamy enforces a strict attendance policy. Students are allowed 2 sick days in an internship cycle. They are required to make-up any missed internship hours beyond this unless they get a doctor’s note. These hours can be made up at the internship site or through community service. In order for us to support your health and internship experiences in the event of illness, you are responsible for these general expectations:

- A student who misses more than one day in any single week due to illness or frequently misses days may be required to submit a **doctor’s report**. If your illness is severe enough to incapacitate you for a number of days, or if you have a chronic illness that precludes your full participation in an internship or the Program, you may be required to take a **medical leave** of absence from the Program. You may also elect to take medical leave in consultation with the Dynamy staff.
- A student who does not attend internship as scheduled due to illness will not be permitted to use visits or attend residential life activities that same day. Please refer to the Residential Life Handbook for more information on visits and activities.

E. INTERNSHIP CONCLUSION

In order for both you and your sponsor to receive constructive feedback about your internship experience, a **final meeting** between you, your Advisor, and your sponsor will take place at the end of the internship. You and your sponsor will each complete a brief evaluation form that will be discussed during this meeting. These forms will become part of your portfolio; the feedback contained in your portfolio is an important tool for you to reflect on as you move into your next internship and life after Dynamy.

The Reflective Process

At Dynamy, you play the primary role in determining the direction that you take in your internships and in the other components of the Program. As the Internship Year unfolds, your actions will become increasingly informed by your reflections. The reflective process is ongoing throughout your Internship Year experience in individual advising, group advising, and portfolio development.

Along with your advisor, you will develop and maintain your personalized Portfolio. Your portfolio will contain your work and reflections that demonstrate a sincere attempt to process your experiences during this Dynamy Year. The portfolio pieces can be artistic or musical representations, work from your internship, poetry, journal entries, and/or other sorts of written reflection. *Keep in mind that the portfolio is meant to tell the story of your thoughts and experiences here at Dynamy. During the year, we ask that all the work you complete be stored in your Portfolio so that you can later reflect on your experience; however, at the end of your time here, you will make the final decisions about which items best represent your experience.*

The Portfolio gives you a place to record your thoughts and the perspectives of others and becomes something tangible to carry with you into your post-Dynamy future.

Presentations

At the end of each internship period, you will be required to do a presentation to your peers and staff. This 5-10 minute presentation may be about your internship experience, residential experience, overall experience, personal growth, or any combination of these experiences. You may choose to do this presentation by yourself, with a peer, or within a group of no more than three students. This is another way to reflect on your Dynamy experience. If you are unable to be present during the presentation day, you will need to get permission from the Director to do the presentation on an alternative day.

Contact with Parents/Guardians

Dynamy firmly believes that the Internship Year is a very personal experience and one in which you assume responsibility for both mistakes and successes alike. Dynamy also recognizes that communication with parents/guardians may be essential to a successful experience. In order to promote effective communication with parents/guardians, all students must complete a **Consent Form: Communications & Disclosures to Parents/Guardians**, prior to beginning the Internship Year; this Form contains your acknowledgment that communication with parents/guardians may be necessary during the course of your Internship Year and your consent to such communication.

Some of Dynamy's communications with parents/guardians are planned and scheduled:

- Parent's Days in September and February are chances for parents/guardians to get better acquainted with the Dynamy staff and to hear about the Dynamy Process and general expectations in more detail.
- Copies of any formal written evaluation from your Advisor, such as mid-year and final reflections will be mailed to your parents/guardians after you and your Advisor have discussed them. We also encourage you to share copies of your Adventure Challenge instructors' and internship sponsors' evaluations with your parents/guardians.
- General updates are given on a monthly basis in the form of email or phone call.

Other communication between Dynamy and your parents/guardians may occur on a non-scheduled basis:

- It is not uncommon for parents/guardians to call or email a Dynamy Advisor during the year to check in, receive words of encouragement, etc. When such parent/guardian-initiated contact occurs, Advisors will disclose information as they deem appropriate. Generally, Advisors will limit such information to the general successes and struggles that you have encountered. Advisors may, however, disclose any additional information that they deem pertinent to your health, safety, and/or success in the Program.

The Internship Year Community

While internships and residence life form the core of the Dynamy experience, other Program activities will help you learn to work with others and to reflect on your experiences; these activities are crucial for long-term and continual learning. These other activities include: (1) Advising Meetings (individual and group); (2) House or Apartment Meetings; and (3) Program Day Workshops and Community Action Projects. It is expected that you will make every effort to participate in all such activities. You must **communicate directly** with your Advisor and any other appropriate individuals if you absolutely cannot participate for any reason. *Repeated absenteeism from meetings and/or failure to engage in Program days signals a lack of engagement in the Program and may lead to disciplinary action.*

A. ADVISING MEETINGS

Your relationship with your advisor is an important part of the Internship Year Program. The Advisor is a resource to assist you in gaining perspective and devising strategies for meeting your objectives. Your advisor is there to support you and to encourage you to take full advantage of the opportunities available, and help you to keep track of your progress towards your own personal goals. Many students have found individual advising to be extremely valuable in their Dynamy experience.

Advisors primarily help you to reflect on your ongoing Dynamy experience—in order to do so, you need to be present at and fully engaged in your weekly individual advising meetings. If you are dissatisfied with your Advising Meetings for any reason, you should be sure to **communicate directly** with your Advisor so that adjustments can be made, if warranted. If, for any reason, you are uncomfortable discussing a matter with your Advisor, you should report your concerns directly to the Director.

B. HOUSE, APARTMENT, and PROGRAM DAY MEETINGS

Your Advisor is available to provide assistance in managing your weekly schedule so that you meet attendance requirements for House, Apartment and Program Day meetings. House and Apartment meetings are described further in the Residential Life Handbook, and are required for students to attend.

Program Days are the one time during each week when all Program Students and Advisors are in one place at one time, and it is important that you attend. Program Days occur once per week once the internship period begins and include:

- daily life workshops (cooking, cleaning, time management, budgeting, etc.)
- guest speakers (healthy relationships, banking, identity theft, etc.)
- community action projects
- team-building activities
- opportunities for working towards personal goals

C. MEETING ATTENDANCE POLICY

If you miss a required meeting, please contact your Advisor as soon as possible in order to discuss the reason for your absence. Ongoing absences and failure to meet these basic expectations may result in disciplinary action.

D. COMMUNITY ACTION

Through community involvement, Dynamy students can affect the lives of others in very positive ways and learn a great deal about themselves. We believe it is crucial to be involved in, and give back to, the Worcester community that makes this Program possible.

Students take part in a variety of **community action projects** throughout the semester or year. These projects may occur during scheduled Program Days throughout each semester, on weekends, or during free time. We highly encourage you to become involved in additional and ongoing volunteer opportunities to truly gain from the experience of living in a new city. Through these experiences, students often meet friends outside of Dynamy and gain a sense of accomplishment from making contributions to the Worcester community.

Code of Conduct

Dynamy views respect for self and others as a requirement for forming a supportive and safe community for all. Each person is responsible for learning how to respect and understand others in order to create meaningful relationships. We expect you to consider the physical space of others (their persons and possessions) as well as their psychic space (including their personality needs, and habits) *before* acting. Naturally, this consideration should not preclude you from the positive pursuit of welcome social relationships.

Individuals' possessions, as well as Dynamy property, must be treated with respect at all times.

Theft and/or willful destruction of property will result in disciplinary action.

A. POLICY ON VIOLENCE

Dynamy will not, under any circumstances, tolerate violence, threats, harassment, or intimidation in the Program. Dynamy will assume that any threat by a student to harm someone else as serious and intended. Violent behavior will result in disciplinary action.

Weapons of any type, whether carried by an individual or in a student's motor vehicle, are not permitted on Dynamy or internship property at any time. Students are prohibited from bringing any type of knife or blade (other than routine kitchen knives) onto Dynamy or internship property at any time. Dynamy reserves the right to inspect a student's property or motor vehicle that is on Dynamy or internship property if there is suspicion of a weapon.

A student should immediately report any act of violence that he or she observes on Dynamy or internship property or any threats to commit harm heard at Dynamy or an internship. All such reports should be made to your Advisor and/or the Director. All reports received by Dynamy will be investigated in as confidential a manner as deemed appropriate. If necessary, the investigation will include other Dynamy students, internship personnel, and/or outside law enforcement officials. Any student who feels unsafe while on Dynamy or internship property or while coming and/or going to/from an internship should immediately notify the Director.

Dynamy encourages students to seek assistance in addressing personal issues that could result in inappropriate behavior, including violence. Any student who believes that he or she needs assistance in handling anger or dealing with violent tendencies should contact the Director for the appropriate referral. All requests for assistance will be treated as confidentially as deemed appropriate.

B. POLICY ON HARASSMENT

It is the policy of Dynamy that all of our students should be able to enjoy a Program free from discrimination and harassment. Harassment can take many forms, including any attempt to humiliate, intimidate, threaten, or ridicule a person on the basis of who they are

or what they do. This policy refers to, but is not limited to, harassment on the basis of age, race, color, national origin/ancestry, religion, sex or gender, sexual orientation, mental or physical disability, and any other applicable classification. Harassment includes the display or circulation of written materials or pictures which are degrading or hostile on the basis of the above factors and verbal abuse, slurs, or insults based on those factors and directed at or made in the presence of persons having those characteristics.

Harassment also refers to behavior that is personally offensive, impairs morale, and interferes with the performance of students. It does not involve respectful exchanges that individuals conduct for the purpose of creating a more meaningful community or relationship.

Harassment of students will not be tolerated by Dynamy. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated.

Individuals who believe they have been subjected to harassment from a fellow student, a Dynamy staff member, an internship sponsor or co-worker, a visitor or other individual, whether or not affiliated with Dynamy, are encouraged to make it clear to the offender that such behavior is offensive to them. The student should immediately bring the matter to the attention of whichever Program staff member that they feel the most comfortable talking to. Additionally, any student who becomes aware of any possible harassment or other violation of this policy, whether they are personally affected or not, is directed immediately to report such matter to a Program staff member.

When we receive a complaint, we will promptly investigate the allegation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Generally, our investigation will include a private interview with the person making the report/complaint, with witnesses (if any), and with the person alleged to have committed the harassment. All students will be expected to cooperate fully in our efforts to investigate and enforce this policy. If it is determined that inappropriate conduct has been committed by one of our students, we will take such action as is appropriate under the circumstances.

As part of the investigation/disciplinary process, Dynamy may make an effort to mediate a conflict. Failure to cooperate in mediation and/or to comply with the requirements resulting from mediation will result in further disciplinary action.

C. POLICY ON SEXUAL HARASSMENT

Sexual harassment is a particularly pernicious form of harassment and as such is subject to the same policies that are in effect regarding harassment in general. You should note however, that unwelcome sexual advances, sexual joking or innuendo, sexually explicit communications and gossip, especially when persistent, may all be defined as harassing

and, as such, will not be tolerated in the Dynamy community. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment (depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness):

- unwelcome sexual advances—whether they involve physical touching or not;
- dissemination of sexually explicit voicemail, email, graphics, videos, downloaded material, or websites;
- sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- comment about an individual’s body and/or comment about an individual’s sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one’s sexual experiences; and/or
- discussion of one’s own sexual activities.

Furthermore, **any physical form of sexual misconduct** (that is, **any sexual contact without mutual consent***, including but not limited to touching, groping, removing clothing, or the use of physical force) **will be considered grounds for immediate dismissal from the Program.**

**Non-consensual sexual activity includes but is not limited to situations where a person is unable to consent because of mental incapacity or physical helplessness due to drug or alcohol consumption or unconsciousness. Also, consent may be withdrawn at any time and it is the other person’s responsibility to desist immediately.*

D. POLICY ON OTHER MISCONDUCT

Dynamy expects students to comply with the General Guidelines described on Page 1 of this Handbook. Any conduct that fails to comply with such guidelines and/or that results in disruption of the Program or of any workplace sponsoring an internship will result in disciplinary action. It is impossible to list every example of conduct that can be considered grounds for discipline and/or immediate dismissal from the Program. Some examples include:

- violation of any Dynamy Policy;
- conviction of a crime;
- insubordinate behavior (which, for the purpose of this policy, is defined as an student’s (a) failure or refusal to follow the directives of any Program staff or internship sponsor; or (b) disrespectful behavior toward any Program staff, internship sponsor, or co-worker);
- discourteous treatment or physical or verbal abuse of a Program administrator, fellow student, internship sponsor, internship co-worker, or visitor;
- damage to or destruction, misuse, or theft of any property owned by Dynamy, an internship sponsor, a fellow student, or a visitor;
- intentional falsification of Dynamy records or lying to a Dynamy staff member;

- unauthorized possession of weapons (including but not limited to firearms, explosives, or any knife or blade) on Dynamy or internship premises;
- making false or malicious statements about Dynamy, a Dynamy staff member, a fellow student, an internship sponsor, or an internship co-worker;
- failure to meet internship performance standards;
- disruption of any Dynamy residence;
- residing somewhere other than your assigned Dynamy residence.

E. ALCOHOL & DRUGS POLICY

The use of alcohol and substances of abuse at Dynamy undermines an individual's successful participation in the Internship Year Program and adversely affects the learning community. In order to help all students make the most of their Internship Year, and in recognizing that a majority of Dynamy students are under the legal drinking age of 21 and that other drugs are illegal regardless of a person's age, Dynamy has adopted the following policy regarding the use of alcohol and other drugs: **The possession, transfer, manufacturing, sale, or use of alcohol or substances of abuse, legal or illegal, while on Dynamy or internship premises or while participating in the Dynamy Program, is prohibited. The condition of being under the influence of such substances is also prohibited.**

Dynamy regards each of the following to constitute violations of the Alcohol & Drugs Policy:

- possessing drug paraphernalia (including any item related to drug use), empty alcohol bottles, alcohol, or illicit drugs;
- being under the influence of alcohol or illicit drugs;
- consuming prescription medicines other than as prescribed;
- using a household or any chemical substance for other than its intended purpose;
- participating in, or knowingly being present at, any activity where violations of this policy are occurring.

For purposes of this policy, substances of abuse include over-the-counter medications and prescribed medication not used as indicated or prescribed, illegal drugs, chemical substances not used for their intended purpose, and any alcoholic beverages. The use of prescription drugs or other medications in the manner, quantity, or combination prescribed is not prohibited by this policy. However, when prescribed or over-the-counter drugs may affect behavior and/or performance, you should tell your Advisor that you are taking such drugs for medical reasons; if warranted, reasonable accommodations will be made which are in the best interest of you, your internship sponsor, and Dynamy.

Anyone who observes any sale or intent to sell drugs or alcohol on Dynamy premises is to report such an instance immediately to the Director. Any person who violates any criminal laws in connection with the distribution or use of illegal drugs shall be subject to immediate dismissal from the Program.

Where there is a reasonable belief that a violation of this policy has occurred, Dynamy reserves the right to conduct searches of residences, vehicles, handbags, backpacks, and

other student areas and property. Failure or refusal to permit a requested search may result in disciplinary action, up to and including dismissal from the Program. Law enforcement officials may be notified when appropriate.

Where Dynamy determines that there has been a violation of its Alcohol & Drugs Policy, Dynamy may impose any level of discipline and/or support deemed appropriate by the Director including but not limited to denial of specified privileges, required substance abuse evaluation or counseling, required community service, etc. In addition to such discipline, your parents/guardians will be contacted for any violation of the Alcohol & Drugs Policy. In most of these circumstances, the student will contact their parents/guardians first.

You should also know that a first offense involving the following will **always** result in **immediate dismissal** from the Program: (1) manufacturing or selling drugs, (2) using and/or possessing drugs or alcohol at an internship site.

Dynamy recognizes that alcohol and/or substance abuse may occur as a result of a physical or psychological dependency on alcohol or chemical substances. In such cases, the purpose of disciplinary action may be to correct a possible problem and to motivate the student to seek or accept help as appropriate; referral to evaluation by a drug/alcohol professional and/or a rehabilitation Program may be made.

F. PROMOTING A HEALTHY & SAFE ENVIRONMENT

Dynamy understands that making choices that result in healthy lifestyles can be a difficult process. It is Dynamy's desire to support any student seeking assistance in helping themselves or their friends in their efforts to improve or develop a healthy community or to remain in compliance with the Alcohol and Drugs Policy. If you discuss personal use of alcohol or drugs (or use of alcohol or drugs by fellow students) with your Advisor or other staff member in an effort to seek assistance or advice, such disclosures will be treated as confidentially as deemed appropriate by your Advisor.

If you feel a need for further support (e.g., counseling, group meetings, etc.), Dynamy staff will assist you in locating the appropriate resources and otherwise support your voluntary efforts to make use of such resources.

Any disclosures that suggest a serious health risk, potential endangerment to others, or a seriously compromised ability to participate in the Program will be referred to the Director. You may be required to discuss the issue with the Director, or the staff may approach your peer(s) in an effort to help you or them before serious consequences result. You or they may be required to see a substance abuse evaluator or meet with Dynamy staff for support. If this occurs, Dynamy will review the evaluator's recommendations and, based on these, will set forth requirements for your continuation in the Program. These requirements are designed to help you make the most of your Dynamy Year. If formal discipline is imposed, Dynamy will contact your parents. Dynamy highly encourages you to involve your parents before this formal step is necessary.