

Student Rights During an Internship

Berklee is committed to providing a safe, inclusive, and respectful environment for all students. As part of that commitment, the institution is obligated to adhere to state and federal mandates, including the Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the American with Disabilities Act Amendments Act of 2009 (ADAAA). Title IX prohibits discrimination based on sex in educational programs and activities, and section 504, the ADA, and the ADAAA prohibit discrimination based on disability.

Berklee's Equity and Title IX Policies and Processes prohibit acts of discrimination, harassment, and sexual misconduct, including but not limited to sexual assault or harassment, domestic/dating violence, and stalking. Such acts undermine Berklee's community values and are strictly prohibited. These policies and the institution's commitment to fostering a safe, supportive, and diverse climate are a fundamental part of a Berklee community where all can study, live, and work together in an environment of equal opportunity, inclusiveness, and mutual respect.

Berklee's Equity Policy also prohibits and addresses discrimination and harassment based on age, ancestry, color, disability, gender, gender expression/identity, genetic information, marital status, mental illness, military/veteran status, national and ethnic origin, pregnancy, race, religion, sex, sexual orientation, transgender status, or any other characteristic protected by law (collectively referred to as "protected characteristics"), whether that characteristic is actual or perceived.

These expectations and mandates protect our students both on and off campus, including during an internship or other experiential learning program. We expect our partners on and off campus, including at internship sites, to model a professional, discrimination-free, and harassment-free environment and to treat students with respect. We encourage our partners to understand the challenges faced and the support needed by students of marginalized groups in order to develop a culture and internship program consistent with Berklee's policies, expectations, and goal of an inclusive and equitable community.

Behaviors that might violate Berklee's Equity Policy include but are not limited to:

- using sexual innuendos or gestures, making jokes of a sexual nature, making jokes about race, religion, sexual orientation or any other protected characteristic;
- making comments about physical appearance;
- asking invasive, inappropriate personal questions about a student or to another person in the presence of a student/intern;
- discussing intimate details of your personal life or that of another person, including the intern;
- physical touching without expressed verbal consent, including repeatedly standing too close to or brushing up against a person; and
- assigning work duties based on gender or another protected characteristic instead of merit.

Care should be taken to ensure that your real or perceived authority or that of your employees is not used in a way that would make a student/intern feel they must engage in unwanted activity in order to receive future academic or employment benefits. Examples include:

- asking a student/intern on a date or to engage in sexual activity;
- engaging in off-duty activities one on one with the student/intern (including but not limited to events, concerts, and other performances or programs that might be considered regular industry business if conducted as part of the official internship);
- emailing, texting, and posting social media messages of personal affection or requests to socialize or date the student/intern; and
- sending and/or requesting inappropriate photographs, pictures, or jokes to the student/intern.

Accommodations During an Internship

Any student who has a documented disability may be eligible for academic accommodations during their internship course. It is the responsibility of the student to make their disability status and need for accommodations known. Plans for accommodations are created through an interactive process that includes the student, the internship site, the Career Center, faculty, and Accessibility Resources for Students staff.

Internship sites should not:

- ask a student if they have a disability (in general or a particular diagnosis) or ask them what their specific disability is; or
- refuse to provide an accommodation a student has asked for without prior consultation with Berklee.

Internship sites should:

- contact the Career Center with any questions or concerns regarding ability, access, or accommodations (the Career Center will consult with Accessibility Resources for Students to ensure appropriate access in compliance with federal law); and
- strive to proactively identify and remove barriers to access in order to promote inclusion and minimize the need for accommodations.

All individuals must maintain a respectful environment free of discrimination, harassment, and sexual violence. If you witness or hear about behavior that violates these expectations, you are encouraged to intervene, speak up, and contact Greta Hosford, assistant director of internships and career programs, at ghosford@berklee.edu.

Thank you for modeling professional behavior in the workplace and supporting our students' learning.

For more information:

berklee.edu/equity/policy-and-process

berklee.edu/accessibility-resources