

**BRIDGING OPPORTUNITIES TRAINING PROGRAM-  
EXPECTATION & PARTICIPATION ACKNOWLEDGMENT**

Welcome to the Bridging Opportunities Training Program (BOTP)! To ensure a successful and productive experience and to ensure mutual understanding of program expectations, please indicate your understanding and agreement to comply with these requirements by initialing each section (1-7) and signing below.

**1. Work Schedule**

You are expected to adhere to the agreed-upon work schedule. **Any** changes, requests for time off, or requests to work overtime **must** be communicated and approved **in advance** by both your work area supervisor and the BOTP coordinator. \_\_\_\_\_

**2. Mandatory Bi-Weekly Group Meetings**

Attendance and active participation in biweekly group meetings are required. \_\_\_\_\_

**3. Assignments**

All assignments should be completed during your regular scheduled on-site work hours. Assigned tasks and projects must be completed within the designated time frame, submitted by the assigned due date, and must meet the expected standards set by the BOTP coordinator at the start of each assignment. \_\_\_\_\_

**4. Additional Assigned Duties**

You may be tasked with various other responsibilities throughout the internship. Your commitment to completing these duties is expected. \_\_\_\_\_

**5. On-Site Work Requirement**

All interns are expected to work on-site at their designated work location. Remote work or telework is not permitted during the internship. \_\_\_\_\_

**6. Professional Dress & Behavior**

- Interns are expected to present themselves in a professional manner at all times while participating in the BOTP. This includes wearing appropriate business attire and demonstrating respectful, courteous, and responsible behavior in the workplace. \_\_\_\_\_
- Interns should adhere to KYTC's dress code and conduct standards, as they are representatives of the BOTP. Please see GAP 801 Employee Conduct, General Conduct and GAP 806 Employee Conduct, Employee Dress for further information. \_\_\_\_\_

**7. Program Compliance**

Interns are expected to adhere to all BOTP guidelines and professional standards. To maintain a constructive and respectful learning environment, the BOTP follows a progressive accountability policy for violations of expectations, including but not limited to attendance issues, unprofessional conduct, failure to abide by requirements 1 – 6 above, or breach of KYTC policies:

- Step 1: Verbal warning and documentation of the incident/issue. \_\_\_\_\_
- Step 2: Written warning outlining the concern and expectations for improvement. \_\_\_\_\_
- Step 3: Dismissal from the BOTP \_\_\_\_\_

Intern Name ( <i>Print.</i> )	Intern Signature	Date
BOTP Coordinator Name ( <i>Print.</i> )	BOTP Coordinator Signature	Date