INTRODUCTION

These guidelines outline the expectations, responsibilities, and code of conduct for all interns participating in the Hacktales Internship Program. The program aims to provide a valuable learning experience by immersing interns in a dynamic and collaborative environment. By accepting this internship, interns agree to adhere to these guidelines and uphold the highest standards of professionalism and integrity.

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1. ACCEPTANCE

By joining the designated communication channels or engaging in activities after receiving these guidelines, interns agree to all provisions outlined herein.

2. COMPENSATION

The internship is unpaid. Interns acknowledge that the primary benefits are the valuable knowledge, experience, and training gained throughout the program.

3. ATTENDANCE AND PARTICIPATION

a. Interns must attend all scheduled sessions, including:

- Orientation meetings
- Classes with mentors
- Team or group meetings
- Task reviews and presentations
- Task assignment discussions

b. Additional meetings may be announced by Hacktales or initiated within teams.

c. Unexcused absences or missing meetings for three consecutive weeks may lead to removal from the program.

4. TEAM STRUCTURE AND RESPONSIBILITIES

a. During the first team meeting, interns will elect a leader and . . . . facilitate coordination and communication.

b. Interns will be grouped for administrative and project-related tasks. Full participation in all group activities and discussions is mandatory.

c. Each intern shares responsibility for timely, high-quality completion of tasks, adhering to the specified format.

5. REPORTING AND DELIVERABLES

a. Interns are required to submit progress reports after each sprint and a comprehensive final report at the program's conclusion.

b. Reports must be original, detailed, and submitted before deadlines. Hacktales enforces a zero-tolerance policy for plagiarism.

c. Additional reports or documentation may be requested to evaluate progress or outcomes.

6. CODE OF CONDUCT

a. Interns must uphold professionalism, integrity, and respect at all times. Bullying, intimidation, fraud, or other inappropriate behavior is strictly prohibited.

b. Skills learned during the program must not be used for unethical or illegal purposes. Interns are personally responsible for their actions.

7. SOCIAL MEDIA POLICY

a. Interns are encouraged to share milestones and accomplishments on platforms such as LinkedIn and X (formerly Twitter). Tagging Hacktales, mentors, and teammates is encouraged to enhance visibility and professional connections.

b. Interns must maintain confidentiality and refrain from posting sensitive or proprietary information online.

8. CONFIDENTIALITY

Interns may encounter confidential or proprietary information during the program. They must not disclose, misuse, or exploit such information for personal or external purposes. The unauthorized collection of data or contact information is prohibited.

9. TERMINATION

Hacktales reserves the right to terminate an intern's participation immediately if they:

- Fail to attend and actively participate in meetings and assigned tasks.
- Submit late, incomplete, or plagiarized work.
- Engage in misconduct, including but not limited to bullying or unethical behavior.
- Breach any of the guidelines set forth in this document.

Additional measures may include blacklisting the intern from future programs or notifying relevant institutions or authorities.

This guideline should be read hand-in-hand with the Student Policy Document.

Acknowledgment

All students and interns must sign below to acknowledge that they have read, understood, and agreed to comply with the **Guidelines for Hacktales Internship Document.**

Name: UbongAbasi Ebong Etim

Signature: _____

Date: 25-04-2025