

CODE OF PROFESSIONAL AND ETHICAL CONDUCT FOR STUDENT INTERNS

General Statements

While interning at your site, you are representing not just yourself, but the College and your fellow students, both current and future. Your individual performance at your internship site may have implications far beyond your current situation.

You are governed by the employer organization's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and/or a college-sponsored performance evaluation. You must receive a satisfactory (or better) performance rating for the period of your internship for the internship to be recognized by the College.

You must keep both the Career Center and your sponsoring employer apprised, at all times, of your most current e-mail address, physical address and phone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate grounds for excused absence. You will be responsible to notify your employer immediately in case of absence.

Any changes in your internship status (made remote, cutback in hours, layoff or dismissal) must be reported immediately to your Career Center.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact your campus Internship Coordinator immediately.

Due to the nature of an Internship arrangement in the case of for-credit coursework, you may not withdraw from a site except in severe and justifiable circumstances as determined by your program manager and in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition.

You will follow all policies and procedures of the internship, as well as the College policies for on-campus classes. This includes completion of all assignments related to the internship.

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Specific Statements

You will conduct yourself in a professional manner at all times.

This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site;
- Reporting for the internship on-time, and notifying your supervisor if you anticipate being late due to emergency circumstances;
- Using appropriate written and oral expression in all interactions with college personnel, managers, supervisors, employees, the public and clients;
- Participating in any orientation or testing required by the internship site;
- Observing all current, established safety and sanitation codes;
- Engaging in positive, good, legal behavior;
- Accepting responsibility and accountability for decisions and actions taken while at the internship site;
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

By my signature below, I indicate my understanding of, and willingness to conform to, the professional standards of the internship program delineated in the preceding general and specific statements. If any facet of the code of conduct is not adhered to, I may be at risk of losing academic credit, reimbursement of my stipend award, or in some other way may be penalized.

Name (print) _____

Signature _____ Date _____