



INTERNSHIP CODE OF CONDUCT

The following is expected of you as an intern representing this university:

- The University Honor Code applies toward the internship assignment.
- Your conduct should make the employer want to host students from this university in the future.
- Remain drug and alcohol-free, and avoid the use of controlled substances.
- Maintain confidentiality of work-related personnel and projects.
- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions.
- Understand what constitutes a permissible work absence and who to notify if absent.
- Changes in work schedule, supervision, or problems at your site must be immediately reported to the course instructor.
- **If you feel victimized by a work-related incident, you must contact your advisor or course instructor immediately.**
- You may not withdraw from an internship, except in certain circumstances, and you may be penalized if it is a dishonorable dismissal.
- You must meet the minimum hours required for your internship in order to pass the internship course you are enrolled in. If there is any concern that you will not meet your hourly requirements, you must notify the instructor of record before the last day to withdraw from classes.
- **Act in a professional and ethical manner. For example:**
 - Dress appropriately for the workplace
 - Follow through on commitments and deadlines, do not leave the intern site with any work-related documents, videos, photographs, or anything that belongs to the work site
 - Do not conduct personal business during work hours
 - Be on time to work, prompt with assignments; give it your best effort
- Be positive and supportive and take initiative.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments:
 - Be observant – see how people organize their ideas and respond to situations
 - Communicate – keep people informed in a useful and succinct way, listen, and ask questions
 - Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
 - Assert yourself and your ideas in an appropriate and tactful manner
 - Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance
 - Accept constructive criticism and continuously strive to improve performance
 - Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge

I agree to the above stated Internship Code of Conduct and will make every effort to abide by it.

Student Signature: _____ **Date** _____
Student Printed Name: _____
Instructor signature: _____ **Date** _____
Instructor Printed Name: _____