

## ILR Credit Internship Program Code of Conduct

*As an ILR student and a participant in the ILR Credit Internship Program, you represent Cornell University, the ILR Credit Internship Program, and yourself. It is our expectation that you will commit to meeting the highest possible standards of academic and professional performance and personal comportment. This code of conduct provides you with a clear understanding of the behavior and performance that are expected of you while off-campus. Please read thoroughly and return the signed copy to Brigid Beachler, Managing Director, ILR Credit Internship Program.*

1. I will abide by all rules and procedures governing student conduct established by Cornell University's Code of Conduct and Code of Academic Integrity as well as the standards of conduct for employees of my sponsoring organization.
2. I will maintain confidentiality of work-related projects and personnel related to my internship.
3. Understand what constitutes a permissible work absence and who to notify if absent.
4. Be prompt with being on time to work and with work-related deadlines.
5. Changes in your work schedule, supervision or problems at your internship must be reported to the Managing Director of the ILR Credit Internship Program.
6. Dress appropriately for your sponsoring internship office.
7. Do not conduct personal business during work hours including personal emails, phone calls, texts, and internet use.
8. Exercise discretion regarding what you post on personal blogs and social networking sites which may reflect poorly on your internship sponsor.
9. Keep a positive attitude and an open mind.
10. Be fair, considerate, honest and cooperative with all colleagues and co-workers.
11. Seek feedback from supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance.
12. I will come to all meetings prepared, take notes when given direction, and ask questions for clarification when necessary.
13. I will keep my faculty supervisor updated on my internship and how my internship projects are progressing.
14. I will complete and submit all required paperwork for the ILR Credit Internship Program in accordance with specified deadlines.
15. I understand that I must work a minimum of 30 hours/week and a minimum of 14 weeks.
16. I understand that I cannot prematurely terminate this internship without the informed consent of both my internship sponsor and the ILR Credit Internship Program.
17. I agree to remain drug and alcohol free at my internship.
18. I understand that the repercussions for academic and/or professional misconduct may include the termination of my internship, the loss of the semester's credit, and/or judicial action.
19. I will make every effort to have fun!

Signature: \_\_\_\_\_

Date: \_\_\_\_\_