

Student Internship Code of Conduct Form

This document outlines the standards of professional behavior expected of students during their internship placement. Please read, complete all sections, and sign below prior to commencing your internship.

1. Student Information

Student Full Name:

Student ID Number:

Academic Major / Program:

Email Address:

Phone Number:

2. Internship Host Information

Host Organization / Company Name:

Site Supervisor Name:

Supervisor Title:

Internship Start Date:

Internship End Date:

3. Code of Conduct Agreement

Please review the following guidelines and enter your initials in the text box next to each statement to indicate your agreement.

Professionalism: I will maintain a professional attitude, dress appropriately for the host organization, and adhere to the scheduled work hours.

Confidentiality: I will respect the confidentiality of all proprietary, financial, client, and employee information of the host organization.

Communication: I will communicate in a polite, respectful, and timely manner with supervisors, colleagues, and clients.

Ethics and Integrity: I will perform my duties with honesty and integrity, complying with all safety regulations, organizational policies, and academic honor codes.

Attendance and Reliability: I will notify my host supervisor and academic advisor immediately in the event of an unavoidable absence, illness, or emergency.

4. Acknowledgement and Signatures

By signing below, I acknowledge that I have read, understood, and agreed to abide by the Student Internship Code of Conduct. I understand that

failure to comply with these standards may result in the termination of my internship and academic disciplinary action.

Student Physical Signature: _____

Student Printed Name:

Date Signed:

Host Supervisor Physical Signature: _____

Supervisor Printed Name:

Date Signed: