

# Career Path Internship Program

# Code of Professional and Ethical Conduct

As a Career Path Internship program participant, you represent yourself, Idaho State University and your fellow students. During your internship, you are expected to adhere to the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. The CPI Office encourages all student interns to obtain clarification regarding such matters from their employer before they begin their internship.

In addition to the policies and practices provided by the internship site organization, the CPI program expects all student interns to conduct themselves in a professional manner at all times. This includes but is not limited to:

- Reporting for the internship on time, and maintaining the required work schedule.
- Following all rules and policies as required by employer.
- Maintaining strict confidentiality regarding information obtained on any client, member, customer, patient, employee, and product or service associated with the internship site.
- Using appropriate written and oral communication and all interactions with supervisors, employees, clients and University staff.
- Observing all established safety rules and avoiding unsafe work practices.
- Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- Engaging in positive, ethical and legal behavior.
- Accepting responsibility and accountability for decisions and actions taken while at the internship site.
- Treating all customers, clients, supervisors, and fellow employees with dignity and respect.

## VICTIMIZATION

If you feel victimized by a work-related incident (job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact Idaho State University's Office of Human Resources: (208) 282-2517. Additionally, you may contact the Career Path Internship Program Office: (208) 282-2380.

## SPECIAL ACCOMMODATIONS

If you require special accommodations, please contact the Disability Services Office: (208) 282-3599.

## PARTICIPATION

By participating in the CPI program, ISU students understand and agree with the professional standards the internship program as listed in the preceding general and specific statements. If any facet of the code of conduct is not adhered to, a student may risk being terminated from the internship position.