



Viterbo University Career Services
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Student Intern Code of Professional and Ethical Conduct

As a Viterbo University intern, you are representing not just yourself, but also the University and fellow students, both current and future. Your conduct should make the employer want to host students from this Institution in the future. You will be professional in all interactions and will ensure your behavior is in line with Viterbo University values.

The following is expected of Viterbo interns:

1. Adhere to the Viterbo University Student Code of Conduct and Academic Honesty Policy.
2. Report for the internship on time, maintain the established work schedule and meet all internship obligations including the employer's employment policies, practices, procedures, dress code, and/or standards of conduct.
3. Maintain confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site.
4. Understand what constitutes a permissible work absence and who to notify if absent. Changes in work schedule (layoff, cutback in hours, or dismissal), supervision, or problems at the site must be reported to the Internship Coordinator.
5. You may not withdraw from an internship site without approval from both the Internship Coordinator and the site supervisor except in dire circumstances. Students may be penalized in the event of a dismissal.
6. Use appropriate written and oral communication in all interactions with all supervisors, employees, clients, and University staff.
7. Do not conduct personal business during work hours.
8. If you feel victimized due to a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), contact the Internship Coordinator immediately. If you feel your safety is compromised, leave the premises immediately and then contact the Internship Coordinator.
9. Demonstrate honesty, dependability, accuracy, positivity, and ethical and legal behavior.
10. Assert yourself and your ideas in an appropriate and tactful manner. Be positive and supportive. Keep an open mind; avoid jumping to conclusions; try to make informed judgements.

11. Accept constructive criticism and continuously strive to improve performance. Seek feedback from supervisors, accept suggestions for corrective changes in behavior, and attempt to improve performance.
12. Seek to enhance professional effectiveness by improving skills and acquiring new knowledge.
13. Complete required assignments.
14. Internships are not the same as clinical experiences. Interns generally are not licensed professionals and must perform within their scope of practice.
15. International students must contact Kenneth Felts to provide the internship position offer letter that includes start and end date, number of hours to work each week, employment address, name of employer, and job description.

It is the policy of the Viterbo University Career Services Office that any act which constitutes a breach of ethical conduct as outlined in this document, or Viterbo University's Academic Honesty Policy or Code of Student Conduct will result in disciplinary action. These policies are included in the Viterbo Student Handbook. Disciplinary action will be commensurate with seriousness of the act and may result in failure of the course, dismissal from the University, and/or legal action.

Your signature below indicates agreement and compliance to the professional standards of the internship program listed above.

Name (print) _____

Signature _____ Date _____