

❖ **Training**

- Most organizations will conduct some type of training/orientation specific to your duties. It is crucial that you attend all training for your specific experience. Your work site supervisor will ensure that the necessary training is provided. Please see your site supervisor immediately if you encounter difficulty or uncomfortable situation.

❖ **Confidentiality**

- Some internships and/or practicum will have confidentiality requirements. Please be respectful of this. If you are unsure as to whether the information or data you are privy to is confidential, always err on the side of caution and assume it is.

❖ **What to do in the Event of Problems**

- Should a problem arise between you and the people, with whom you are working, notify your work site supervisor as soon as possible. If problems occur with your supervisor, you are unhappy with your experience, or you are treated unfairly within the organization that you are working, please immediately notify your advisor and the Experiential Learning instructor.

**Agreement Statement**

**I have carefully read and understand the Catawba College Ethics and Commitment's statement. I agree to uphold them to the best of my ability and recognize my actions and attitude reflect directly upon Catawba College as a whole.**

Student signature\_\_\_\_\_

Date\_\_\_\_\_

Signature of Experiential Learning Instructor\_\_\_\_\_

Date\_\_\_\_\_