

**The Ralph W. Ketner School of Business
Experiential Learning**

Ethics and Commitments for Internships/

Your internship or practicum experience entails important responsibilities. By agreeing to participate in the experience, you have committed to fulfilling certain responsibilities. The following ethics and commitments are guidelines for assuring that you have a productive and positive experience. In the course of your internship or practicum, remember that a responsible investment of your time and talent is greatly appreciated by the sponsoring organization and reflects well on Catawba College as a whole.

❖ **As a Catawba College Representative...**

- I commit to be drug and alcohol free prior to and during my internship or practicum.
- I agree to conduct myself with integrity at all times. This includes being honest and showing respect for individuals and their property. I understand that I am not only serving the organization but the organization is serving me by investing valuable resources in my learning.
- I understand that I am not just an intern, but also a representative of Catawba College and will maintain a high level of professionalism that will reflect positively the values and ideals of Catawba College.

❖ **Responsibility, Commitment, and Follow-through**

- It is important that Catawba students be punctual and responsible, carry out all assigned tasks and duties related to their experience. If you agree to be somewhere or to do something, follow through. Please do not make promises that you cannot keep! Your work site supervisor and others within the organization are relying on you to assist them with accomplishing their work place goals. Emergencies may arise that will prevent you from meeting an obligation, but you must make every effort possible to notify your site supervisor as soon as possible. Please carefully plan your time so that your various responsibilities do not conflict.
- Establish a regular schedule with your work site supervisor and stick to it! The organization you work for is aware of the fact that you are a student and they will make an effort to work with your schedule when possible. Remember, most organizations are not aware of Catawba's academic calendar and will need to be given advance notice of breaks and holidays.

❖ **Dress and Act Appropriately**

- You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly, and appropriately (check with your organization for their conduct and dress codes). Use formal names unless instructed otherwise. Set a positive standard for other students to follow!

❖ **Be Flexible**

- The level or intensity of activity at a fieldwork site is not always predictable, but maintaining a positive attitude is your best line of defense! Please be flexible, as sometimes you will be asked to do something that is part of your "regular duties," but often helps to advance the goals of the organization. Your flexibility to changing situation can assist the partnership in working smoothly and producing positive outcomes for everyone involved. If you feel you are being asked to do something that is well outside of the learning experience, demeaning, or even dangerous, please notify your faculty advisor AND the Experiential Learning instructor immediately.

❖ **Organization Policies and Procedures**

- All Catawba students should be knowledgeable of and act according to organizational rules, policies, protocols, procedures, and expectations. If these policies and procedure are not specified or clearly stated, please ask your work site supervisor. Also, familiarize yourself with the workings of the site, as well as people, places, and things that can assist you in the case that an emergency arises.