



The Ralph W. Ketner School of Business
MGT 4403/ CIS 4403 Experiential Learning

INTERNSHIP ETHICAL CONDUCT AGREEMENT

While interning at my internship site, I am representing not just myself, but Catawba College and my fellow students, both current and future. Whether I do well or not at my site may have implications far beyond my current situation. In recognizing such, I agree to the following principles of professional and ethical conduct outlined below.

I will:

1. Accurately present qualifications, interests and personal, academic and professional information when applying and interviewing for internships.
2. Interview and complete employment procedures only if there is a sincere and genuine intent to accept an internship.
3. ALWAYS follow up on every call from employers, staff and/or faculty.
4. Register and pay for the appropriate number of internship credits during each registration period, when applicable.
5. Agree to adhere to all Catawba College policies, rules, and regulations published in the Catawba College Student Handbook.
6. Complete all internship academic requirements (internship agreements, research papers, projects, journals, etc.) in a professional and scholarly manner and submit them by the appropriate deadlines.
7. Attend all required class meetings as specified by the Experiential Learning faculty and the syllabus.
8. Adhere to the academic integrity policy standards listed in the Catawba College handbook. Breaches of academic integrity will be forwarded to an appropriate office to address the need for judicial action.
9. While on the job, be subject to the internship employer's rules and regulations regarding confidentiality, work hours, training, dress code, etc.
10. Refrain from conducting personal business during work hours utilizing employer's resources (e.g., telephones, photocopiers, computers, email, etc.).
11. Carry out all job assignments and responsibilities in a reliable and efficient manner.
12. Be open to constructive criticism in supervisory comments and evaluations.
13. Notify the Experiential Learning Faculty immediately should any problems or changes in employment status occur.
14. Honor the semester long commitment to the employer and the Experiential Learning faculty.

Students who receive a poor employer evaluation, are terminated from their internship positions, and/or fail to comply with the principles of ethical conduct outlined above, may not be permitted to participate in other internship programs without a written permission of the Dean of Ketner School of Business. In signing this document, I understand and agree to adhere to these principles of ethical conduct.

Student's signature:	
Date:	