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Name _____

The Department of Child and Adolescent Development (CAD), in partnership with internship agency supervisors, has developed an Intern Code of Conduct that outlines behaviors and mindsets that contribute to professionalism. Each intern is required to read, sign, and abide by the conditions outlined in the Code of Conduct.

I understand that as a student participating in the CAD Internship Program, I am a representative of the Department and San Francisco State University. I also understand that I am expected to conduct myself appropriately, professionally, and ethically, and to abide by this Code of Conduct and the internship agency's rules and policies. Failure to do so can result in being dismissed from the Internship Program, CAD Internship Seminar (600/610) and CAD Internship (601/611).

Behave Professionally

_____ **Respectful treatment:** I will treat everyone with respect and courtesy, regardless of their roles at the agency and regardless of my personal feelings about them.

_____ **Reliability:** I will be punctual and follow through on commitments I've made. I will follow agency protocol for informing my supervisor if I am going to be late or absent.

_____ **Dress and presentation:** I will follow my agency's professional dress code and will ensure that my appearance is clean, neat, and appropriate. As discussed in my Internship Seminar, I understand that wearing revealing clothing and items such as pajamas and shorts are not acceptable.

_____ **Focus on work:** I will focus on serving clients and fulfilling the responsibilities assigned to me. I will not conduct personal business of any kind (via text, phone, email, any social media, or in person). If there is a rare occasion when it's necessary, I will get permission from my supervisor first.

_____ **Positive presence/influence:** I will work effectively with others and be a positive presence through my attitude and behavior. I will keep an open mind and avoid jumping to conclusions about people and situations. Even if others behave inappropriately, I will maintain a high level of professionalism (e.g., not gossiping or speaking about anyone or anything negatively).

_____ **Be proactive:** If I am not sure what I should be doing, or have finished with a task, I will take initiative to communicate with my supervisor, considering appropriate timing. I will suggest activities that will help me meet my goals, and/or I will keep a list of tasks that I can perform until my supervisor can talk with me.

Communicate Professionally

_____ I will communicate professionally when speaking with others, in writing, and when presenting myself at my internship agency. I will write in full sentences and proofread messages and work before they are distributed. I will use professional language when speaking on the phone and in person. I will refrain from greeting colleagues, clients and others with, "Hey" and any other informal terms.

_____ I will discuss with my supervisor the ways in which I can assist her/him as well as meet my internship goals.

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_____ I will keep my supervisor informed in a useful, succinct way upon which we agree. I will listen to learn, ask questions to gain clarity and understanding, and present my ideas respectfully and tactfully.

_____ I will seek feedback from my supervisor, while being respectful of his/her time and schedule. I will accept suggestions for improvement and growth with grace and curiosity, and will continually strive to improve my performance.

Follow Agency Policies, Rules

_____ I will follow the policies, guidelines, and protocol established by my agency. If I don't understand and/or agree with something, I will discuss it with my supervisor.

_____ I understand that there could be times when I am bound by law and/or policy to report incidents and observations to my supervisor. I will discuss any mandatory reporting requirements with my supervisor at the beginning of my internship so I am familiar with the requirements and reporting protocol.

_____ I will secure permission from my agency supervisor before I use and/or copy any agency materials and publications. If I use agency information in any assignments, I will cite the reference(s) using APA format. I will also secure permission before taking and using any photographs of agency clients/students, and staff, for any purpose.

_____ **Drug/alcohol free:** I will remain drug and alcohol free while at my internship agency and/or while conducting any internship responsibilities.

Maintain Confidentiality

_____ I will keep confidential any information I gain about clients/students and colleagues, and will discuss the information only with those who are directly involved with the particular situation.

_____ If I refer to clients/students at my agency in class assignments, I will not use their real names.

Agreement

I have read, understand, and agree to abide by the CAD Intern Code of Conduct.

This Code of Conduct supports the SFSU Standards for Student Conduct.

Title 5, California Code of Regulations § 41301. Standards for Student Conduct
<http://www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg339>

Name: _____

Signature: _____

Date: _____