

On~the~Job Conduct

1. During the work period, students are subject to their employers' rules and regulations (e.g., work hours, holidays, dress code, email policies, etc.).
2. Students should never bring friends or anyone outside the class to the service site unless it has been discussed with both the instructor and the site supervisor.
3. Personal business conducted during work hours utilizing employer resources, such as time (e.g., doing school work), telephones, photocopy machines, fax machines, and computers (including email) is strongly discouraged.
4. The use of controlled substances (alcohol or drugs) prior to or during work is prohibited.
5. Students should strive to be fair, considerate, honest, trustworthy, and cooperative when dealing with others at work.
6. All assignments and responsibilities should be carried out in a reliable and efficient manner.
7. A professional work ethic should be adopted by the student, characterized by use of sound theoretical principles and a personal value system congruent with the basic tenets of his/her field.
8. Professional effectiveness will be enhanced by students' efforts to improve skills and acquire new knowledge.
9. Students must complete written course assignments and obtain final evaluations from their supervisors each term. Suggestions offered by supervisors to students for corrective changes in behavior should be accepted in a constructive manner and attempts should be made by them to improve performance.
10. Should any problems arise on the job (communication with supervisors or co-workers, conflicts between school and work, etc.), the instructor should be notified immediately by the student in order to help solve the problem in a timely and professional manner.
11. Should any change in employment status be anticipated or if a serious dilemma arises, the student should notify the coordinator immediately.