

## Internship Guidelines & Agreement

**Administrative**—please make sure you possess the following documents before leaving for your internship. In addition, fill out the appropriate forms at the start and end of your internship. You may fax them to me when you get to the sponsoring agency. Fax: 509-335-2096.

- PS 497 Syllabus, which contains information on paper, journal and hourly requirements.
- Foley Internship Application (filled out by the intern)
- Foley Internship Workplan (filled out by the sponsoring agency at the start of the internship)
- Foley Internship Guidelines & Agreement (signed by the intern)
- Foley Intern Evaluation (filled out by the sponsoring agency at the end of your internship)
- Student Recreation Fee Waiver and Health Fee Refund Form (if interning outside Pullman).

**Ethics**—is defined as principles or standards of human conduct.

1. Ethics goes beyond etiquette to include matters that nearly every human society considers significant: actions such as lying or violating the law are very serious offenses.
2. The following are a few recommendations on ethical behavior. Use impartial judgment in the service of all constituents.
  - Avoid conflicts of interest that could undermine your objective judgment.
  - Do not show favoritism toward friends or family in your job.
  - Do not solicit or accept favors or bribes from people seeking to influence your official decisions.

**Comportment (or personal bearing)**—recognize that you are a guest of the sponsoring organization, even though you are working there. By working hard, you benefit the organization and yourself.

1. Dress appropriately. Please conform to all other applicable dress and behavior codes.
2. Take responsibility for what is expected of you, and ask questions to clarify these expectations.
3. Please make an effort to understand the values, history and culture of the organization as if you were a permanent employee there.
4. Let your mentor or the Foley Internship Coordinator know if there are any potential conflicts that may hinder your performance.
5. Be on time for work! If there is a problem, please notify your sponsor immediately.
6. Be vigilant about protecting confidential information, and report violations of confidentiality and abuses to your supervisors.
7. Complete assignments and tasks on time. Remember to track your progress in your journal.
8. Be aware of the ethical standards of the organization, and behave according to those standards.

I have read, and understand the above internship administrative requirements and codes of conduct.

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Student Signature

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Date