

# STUDENT INTERNSHIP CODE OF CONDUCT

TMCC Vision	TMCC Mission	TMCC Values
Truckee Meadows Community College creates the future by changing lives.	Truckee Meadows Community College promotes student success, academic excellence and access to lifelong learning by supporting high-quality education and services within our diverse community.	The values upon which Truckee Meadows Community College bases its mission and vision statements are the principles, standards, and qualities the college considers worthwhile and desirable.
TMCC Core Theme I	TMCC Core Theme II	TMCC Core Theme III
Student Success	Academic Excellence	Access to Lifelong Learning

Representing TMCC's Vision, Mission, and Values statements, as well as, the Core Themes, the following guidelines are the Student Internship Code of Conduct during the internship commitment:

- Represent TMCC in a professional manner at all times during the internship commitment.
- Follow the Rules of Conduct and Procedures for Students, established in Title 2, Chapter 10 of the NSHE Code.
- Follow NSHE policy against Discrimination and Sexual Harassment, established in Title 4, Chapter 8, Section 13.
- Be honest, ethical and trustworthy at all times.
- Allow TMCC media consent to utilize photos, videos, art or other media which student is in or has created.
- Maintain confidentiality of work-related projects and personnel.
- Familiarize yourself with and adhere to employer's policies and procedures.
- Understand what constitutes a permissible work absence and whom to notify if absent.
- Be prompt to work and when completing work assignments.
- Dress appropriately for the work environment.
- Follow through with any workplace commitment.
- Abide by the policies regarding personal use of email, cell phone and internet usage during work hours.
- Agree to provide own transportation to and from worksite.
- Respond to specific situations quickly and efficiently.
- Seek constructive feedback from supervisor and accept suggestions.
- Strive to improve performance during the Internship opportunity.
- Enhance your professional skill set and acquire new knowledge-based learning.
- Immediately advise the internship coordinator of any concerns with the employer.

Have you been convicted of a misdemeanor, gross misdemeanor, or felony that is not a traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please state the crime, the year of conviction, and provide any explanation on the back of this document.

Student's signature below indicates the following:

- Student agrees to provide his/her own health insurance coverage.
- Student acknowledges and agrees to TMCC's Internship Code of Conduct.

*(Failure to abide by the outlined expectations could result in disciplinary action, up to and including immediate withdrawal/dismissal from the TMCC Internship Program.)*

Student Intern's Signature	Date
Faculty Sponsor's Signature	Date
Internship Coordinator's Signature	Date