# Student Internship Code of Conduct

<table>
<thead>
<tr>
<th>TMCC Vision</th>
<th>TMCC Mission</th>
<th>TMCC Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truckee Meadows Community College creates the future by changing lives.</td>
<td>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.</td>
<td>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.</td>
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<table>
<thead>
<tr>
<th>TMCC Core Theme I</th>
<th>TMCC Core Theme II</th>
<th>TMCC Core Theme III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success</td>
<td>Academic Excellence</td>
<td>Access to Lifelong Learning</td>
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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.)

<table>
<thead>
<tr>
<th>Student Intern’s Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty Sponsor’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Internship Coordinator’s Signature</td>
<td>Date</td>
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</tbody>
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