

**State College of Florida, Manatee-Sarasota  
Internship Program  
Student Contract and Code of Ethics**

State College of Florida, Manatee-Sarasota is committed to quality educational programs and services that provide opportunities for students to achieve their goals and satisfy community needs. Thus the College has adopted a Code of Ethical Behavior that applies to all employees, faculty, administrators, staff, students, volunteers, contractors and their agents, hereafter referred to as members of the collegiate community. Members of the collegiate community have the responsibility to promote ethical conduct among members.

1. I hereby grant the SCF Career Resource Center permission to make my transcripts, resume and personal information available to prospective employers who have available jobs or internships. I understand that for some jobs drug screening and criminal background checks may be required and that a security clearance may be necessary.
2. I understand that I am not guaranteed a job upon completion of the internship.
3. I hereby release from liability and hold the District Board of Trustees of State College of Florida, Manatee-Sarasota, its employees and agents harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury, or death sustained by me arising out of any activity conducted with the participating employer. I also understand that SCF does not provide insurance coverage for personal property damage or bodily injury covering participants in an internship. (Initials) \_\_\_\_\_ ←

**The Role and Responsibilities of the Intern**

1. I understand that I represent SCF while participating in the Internship Program. I am expected and required to conduct myself in a manner reflecting good citizenship and courtesy both on and off campus. Any misconduct reflects back on SCF and my educational career. The term "misconduct" includes and is not limited to: false or slanderous statements about SCF or the members of the collegiate community, discrimination, harassment, sexual harassment, disclosure of confidential information, alcohol or drug abuse, acts of moral turpitude, and other illegal conduct.
2. I understand that information regarding personnel, clients, patients and events or occurrences at the internship site is strictly confidential. Disclosure of such information is a serious breach of confidentiality. Any breach in confidentiality may result in dismissal.
3. I will dress appropriately. Unless stated otherwise, business casual is defined as slacks and a collared, short- or long-sleeved shirt for both men and women. All students must maintain normal standards of cleanliness and neatness.
4. I will avoid unnecessary absences, be prompt, complete assignments carefully and accurately, comply with workplace regulations, work cooperatively with co-workers and take initiative.
5. I will inform the Program Manager/Faculty Advisor and/or the Career Advisor of any duty changes, promotions, or concerns.
6. I will complete/turn in paperwork to the Career Advisor or Program Manager/Faculty Advisor according to established deadlines, inform the Career Advisor of interview progress, internship placements and job offers, and update changes in address and/or phone number immediately in the Career Resource Center.

SCF is committed to providing an educational and working environment free from sexual harassment as well as harassment or discrimination based on such factors as race, color, sex, age, religion, national origin, disability, genetic information, marital status, veteran status and sexual orientation. SCF strongly disapproves of and will not tolerate harassment of its employees or students. Further SCF will also attempt to protect its employees and students from harassment by non-students and non-employees.

**Your signature indicates that you understand and agree to the Code of Ethics as outlined above.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

G00#: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Student Signature:\* \_\_\_\_\_ Witness: \_\_\_\_\_

**Note:** \*Students under eighteen years of age (18) must obtain parents' or guardians' signature for program participation.