



Code of Professional and Ethical Conduct for Cooperative Education and Internship Students

General Statements

While working at your co-op/internship experience site, you are representing not just yourself, but New Mexico State University and your fellow students, both current and future. Whether you do well or not may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you seek clarification with regard to these matters from your supervisor when you begin your co-op/internship experience.

Your performance as a student intern/co-op may be measured by your employer's performance measurement process and/or a university- sponsored performance evaluation. You must receive a satisfactory (or better) performance rating for the period of your experience for the Cooperative Education/Internship assignment to be recognized by the university.

You must keep the university Cooperative Education / Internship Office and your employer informed of your current e-mail address, physical address and telephone number or any changes therein.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. You will be responsible to notify the employer and your campus Cooperative Education and Internship Coordinator immediately in the case of extended absence.

Any changes in your Cooperative Education/Internship status (resignation, layoff, cutback in hours, leave of absence, etc.) must be reported immediately to your campus Cooperative Education and Internship Coordinator.

Due to the nature of a Cooperative Education/Internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by your campus Cooperative Education and Internship Coordinator in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the Cooperative Education/Internship arrangement and may result in loss of continuing student status as dictated by the NMSU Registrar's office, which can affect financial aid, health insurance, and other student eligibilities.

You will follow all policies and procedures of the Cooperative Education/Internship Program, as well as the university policies for classes. This includes completion of all assignments related to any internship or special topics credits in which you may have enrolled.

Specific Statements

It is important to understand the importance of professional and ethical conduct throughout your internship or co-op experience. As a participant in the Cooperative Education and Internship Program it is important that you adhere to the highest principles of ethical behavior and ensure privacy and confidentiality. You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, students, members, customers, employees, and products or services associated with the Cooperative Education/Internship experience site;
- Reporting for the work assignment on time;
- Using appropriate written and oral expression in all interactions with university personnel, managers, supervisors, employees, the public and clients;
- Participating in any orientation or testing required by the Cooperative Education / Internship Program work site;
- Observing all established safety and sanitation codes;
- Engaging in positive, professional, legal behavior;
- Accepting responsibility and accountability for decisions and actions taken while at the Cooperative Education/Internship work site;
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect toward every person;
- Updating your NMSU Cooperative Education and Internship Program file every semester, including summer, until graduation and/or when you leave the Program.

NMSU Cooperative Education and Internship Program

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