

Professional Science Master's Program in Biotechnology
California State University, Fresno

INDUSTRIAL EXPERIENCE (Internship) CODE OF CONDUCT

As an intern, you are expected to act in a professional and ethical manner. Your conduct should make the employer want to host interns from this university in the future.

The following is expected of you as a student enrolled in BIOTC 275 who is representing the Professional Science Master's Program in Biotechnology:

- Remain drug and alcohol-free and avoid the use of controlled substances
- Maintain confidentiality of work-related projects and personnel
- Familiarize yourself with and adhere to organizational arrangements, procedures, and functions as specified by your employer/supervisor of the internship
- Understand what constitutes a permissible work absence and who to notify if absent; be prompt and on time to work and with assignments
- Changes in work schedule, supervision, or problems at your site must be reported to the Program Director and/or your supervisor
- If you feel victimized by a work-related incident, contact the Program Director immediately
- Dress appropriately for the work setting
- Follow through on all commitments
- Do not conduct personal business during working hours (emails, cell phones, internet browsing, etc.)
- Keep a positive attitude
- Keep an open mind and try to make well-informed judgments
- Be observant -- see how people organize their ideas and respond to situations
- Communicate -- keep people informed in a useful and succinct way, listen and ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisors and accept suggestions for corrective changes in behavior and/or performance
- Accept constructive criticism and continuously strive to improve performance
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge
- Follow all the policies and procedures of the worksite

I agree to the above stated Industrial Experience Code of Conduct for the Professional Science Master's Program at California State University, Fresno and will make every effort to abide by stated code.

Name (Print) _____ Date _____

Student Signature _____