

## Intern Code of Ethics

As an intern, I represent the Communication and Journalism department at Missouri Western State University. My actions affect my own reputation as well as that of MWSU and the organization where I work as an intern. I agree to abide by this Code of Ethics and verify that I am not supervised by a family relative.

As an intern, I will

- Communicate and present myself in a professional manner
- Provide accurate and honest information to my supervisor and internship director.
- Adhere to any organizational agreements, procedures, and functions
- Dress and behave professionally
- Talk to the internship director about any uncomfortable or potentially unethical situations
- Check my MWSU email and canvas throughout the semester
- Notify the internship supervisor immediately if I resign from my internship position
- Seek to enhance professional effectiveness by improving skills and acquiring new knowledge.
- Not conduct personal business during work hours

I understand that violating this Code of Ethics may result in removal from my internship and a failing grade for my internship hours.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Please return a copy and keep a copy for yourself.