I. STUDENT AGREEMENT FOR SOC INTERNSHIP PROGRAM

As a participant in the SoC Internship Program, I hereby agree to the following statements:

1. The EPICS Office has the authority to establish rules and guidelines necessary for the operation of its programs. I understand that the internship host company may have additional policies, rules, or guidelines to which I will be subject. I agree that I will abide by all policies and regulations established by the host internship company and obey local laws and ordinances. I further understand that I remain enrolled as a student at Northwestern University and I agree to abide by University policies for the duration of my participation in this program.

2. I, on behalf of myself and personal representatives, hereby release Northwestern University and any cooperating institution and their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the Internship Program named above and/or travel or activity conducted by or under the supervision or control of Northwestern University or any cooperating institution.

3. I understand that the University has the right to withdraw me from the program at any time if, in the judgment of the EPICS Director and/or Internship Course Instructor, I have violated the Code of Conduct, or I have conducted myself in a way that has disrupted the program or brought the program into disrepute. I understand further that if I withdraw, depart, or am dismissed from the program prior to its formal completion, no refund of any kind will be made, I will be required to pay all costs incurred on my behalf, and I will be required to return home at my own expense. I understand that academic transcripts will not be released until such reimbursement is made. I also understand and agree that if I withdraw, depart, or am dismissed from the program prior to its formal completion, I will not be eligible for any academic credits I would have earned and will automatically be withdrawn from the program.

4. I acknowledge that I am ultimately responsible for complying with the School of Communication’s academic policies and procedures as outlined on the web at: http://www.communication.northwestern.edu/programs/undergraduate/policies_procedures/academic_integrity/. I further understand that I must enroll in and complete a minimum of 1 Northwestern credit during fall/winter/spring quarters and 0 Northwestern credits during summer quarter while participating in the program.

5. I understand that I am expected to act in accordance with the expectations for behavior and conduct in the Northwestern community as identified in the Northwestern University Community Guide Student Handbook: http://www.northwestern.edu/handbook/handbook.pdf

6. I understand and agree that I will turn in all materials, forms, and payments by the due dates. I acknowledge that my failure to do so may result in my being withdrawn from the program.
II. CODE OF CONDUCT FOR SOC INTERNSHIP PROGRAM

The EPICS Office holds students responsible for knowing the policies set forth in this document. These policies exist to facilitate the educational process and to ensure a safe, fair, and successful experience for students.

II. THE CODE OF STUDENT CONDUCT

Introduction

Students who participate in the SoC Internship Program are representatives of Northwestern for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the Undergraduate Advising office, the EPICS Director, the on-site program adjunct faculty, and their housing hosts. Any student who engages in disrespectful, hostile, or violent behavior that threatens one’s self, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her own expense, with no refund.

Professionalism

Students are expected to act in a professional and ethical manor during the quarter of their internship. This includes, but is not limited to:

- Showing up on time for work, meetings, work events, etc.
- Informing the internship supervisor in advance if one is unable to show up work, meetings, work events, etc. on time
- Using appropriate language while at the internship
- Dressing appropriately while at the internship
- Treating coworkers with respect
- Adhering to the companies policies and guidelines
- Adhering to Northwestern University’s policies and guidelines

Appropriate Actions

Students participating in the SoC Internship Program are expected to take responsibility for their own actions and will be held accountable for such by the Northwestern University Undergraduate Advising office and EPICS Director. Students are expected to abide by the Internship Program Code of Conduct, the laws and customs that govern the host city/state where they are interning, and the policies of the internship host company.

The following are prohibited.

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff, students, individuals at the internship host site, others in association with the Internship Program.
- Obstruction of Northwestern University or other specially arranged classrooms or activities.
- Theft, damage, or vandalism to Northwestern University property, property of internship hosts, apartments, facilities used by Northwestern University, or of fellow students.
- Disorderly, disruptive, threatening, or intimidating conduct, gestures or actions.
• Criminal behavior or violation of local laws.
• Violation of any policies contained in this document and/or the Northwestern University Community Guide Student Handbook.
• Failure to follow the SoC Internship Program guidelines, directives, timetables, and instructions of the Northwestern staff or faculty members.
• Obtaining unauthorized access to, viewing of, copying or distributing confidential Northwestern University academic, administrative, or personal records.
• Falsification of or alteration of academic, administrative, or personal records, including, but not limited to any unauthorized alteration of transcripts or grade reports, any verbal or written misrepresentation of student records, falsification or unauthorized alteration of any portion of the application for admission or financial aid or other official documents required for participation in the SoC Internship Program, falsification or unauthorized alteration of internship host evaluation forms and/or feedback, misrepresentation of housing records, bills, and/or payments.
• Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, association with criminals, repeated intoxication, etc.
• Alcohol or drug policy violations. (See Section V below)

IV. THE ACADEMIC HONOR CODE

Registration at Northwestern requires adherence to the University’s standards of academic integrity. Students are expected to approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. Students agree to be fully prepared for each class session and complete a minimum of 1 Northwestern credit during fall/winter/spring quarters and 0 Northwestern credits during summer quarter while participating in the program.

Students also agree not to violate the Academic Honor Code. The following behaviors are prohibited:

*Plagiarism:* Submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source.

*Cheating:* Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting that work under one’s own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. Persons who assist cheating by sharing their work are also guilty of cheating.

*Fabrication:* Falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.

*Obtaining an unfair advantage:* (a) Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination
materials, where those materials clearly indicate that they are to be returned to the instructor at the
conclusion of the examination; (e) intentionally obstructing or interfering with another student’s academic
work; (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic
advantage over other students’ academic work.

Falsification of record and official documents: Altering documents affecting academic records; forging
signatures of authorization or falsifying information on an official academic document, grade, report, letter
of permission, petition, drop/add form, ID card, or any other official University document.

Unauthorized access to computerized academic or administrative records or systems: Viewing or altering
computer records, modifying computer programs or systems, releasing or dispensing information gained via
unauthorized access, or interfering with the use or availability of computer systems or information.

V. ALCOHOL AND DRUGS POLICIES

Alcohol may be consumed, within reasonable limits, by students who are of legal age. Students who
choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all
times and are expected to drink responsibly. The EPICS Office prohibits the illegal distribution of alcohol to
students who are not of legal drinking age. Further, excessive and irresponsible drinking leading to
intoxication and behavior that interferes with the program or the rights of others is subject to immediate
disciplinary action, and may result in dismissal from the program. Note that the University insurance does
not cover any injuries that occur while you are under the influence of alcohol, intoxicants or any drug not
prescribed by a physician.

Students are prohibited from selling, using, or possessing any drugs that are considered by law to be illicit
or illegal. Students are cautioned that the possession of drugs is often dealt with harshly by law
enforcement. NOTE: Any drug infraction will be considered a grave violation of policy and will result in
immediate disciplinary action, including possible dismissal from the program.

I have read and understood the above statements and the SoC Internship Program Code of Conduct and
agree to the conditions described above.

SoC students: By submitting & electronically signing the application via SoConnect,
you are agreeing to the above Code of Conduct.