

Student Conduct Policy for LIS 690 Internships

The LIS Program believes that internships are an important part of a student's professional education. They provide students a chance to observe professional practice, to network, and to apply theoretical knowledge and skills in real world contexts. Students often claim that it is the most valuable capstone element of their degree. The professional networks that students establish through the internships have also contributed to advocacy and reference support for them as they seek employment opportunities. To ensure successful internship experiences, the Program requests that students adhere to the following Internship Conduct Policy. It is critical to remember that interns represent the LIS Program. A student's conduct may positively or negatively influence an internship supervisor's decisions about future internship opportunities.

- 1) To receive credit for the internship, it is expected that you will work courteously and respectfully with your internship supervisor and other staff, carrying out all requirements and assignments in adherence with the **UHM-LIS Professional Expectations Notice**, which is included on the reverse side of this document.
- 2) As an intern serving in an organization or institution, be mindful that you may be serving as a frontline representative in dealings with the public. You must conduct yourself according to the organization's professional codes and standards and respect the confidentiality of any interactions at the site.
- 3) To receive academic credit you must complete all requirements detailed in the LIS 690 syllabus by the indicated time. Failure to complete any requirement by the deadline may result in not receiving credit (NC) for the experience. It is critical that you work closely with the LIS Internship Coordinator in understanding and meeting all the conditions of the internship.
- 4) Should a problem arise at an internship site, the student and supervisor should make a good faith effort to resolve the matter. The situation must also be reported to the LIS Internship Coordinator by both parties.
- 5) The LIS Internship Coordinator and the Internship Supervisor have the responsibility and authority to terminate an internship without the intern's consent should they deem it necessary. In the event of a termination, any further contact with the former supervisor or his/her organization should be done through the LIS Internship Coordinator.

Students fortunate enough to secure internships are required to comply with [UHM-LIS Professional Expectations Notice](#), and all other internship requirements. We expect that you will respect this critical request.

I have read the above policy and agree to abide by it

Printed Name: _____

Signature: _____ Date: _____

Professional Expectations Notice
For Library and Information Science Graduate Students
at the University of Hawaii

1.0 LIS graduate students are responsible for observing the highest standards of intellectual and personal honesty in every aspect of their careers at the University of Hawaii. The University's Student Conduct Code represents a zero tolerance policy, the penalties for academic dishonesty are severe and ignorance is not an acceptable defense. Students are required to be familiar with University policies on academic integrity including:

The University of Hawaii Student Conduct Code

[University of Hawai'i Systemwide Student Conduct Code](#) and [Proscribed Behavior](#)

The University of Hawaii at Manoa Campus Policies

<http://www.catalog.hawaii.edu/about-uh/campus-policies1.htm>

UH Policy on Workplace Non-Violence

<https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=210>

2.0 The field of Library and Information Science promotes ethical conduct of its members through published codes of ethics and standards of conduct. LIS students as pre-professionals are expected to adopt and to enact these standards and codes in their degree work in classes, written assignments, oral presentations, group work, at internship, practicum and fieldwork sites, and in personal, Internet and phone communications related to their LIS studies. Students are required to be familiar with the ethical guidelines of professional associations including but not limited to the following:

ALA Code of Ethics

<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

Guidelines for Behavioral Performance of Reference and Information Service Providers

<http://www.ala.org/rusa/resources/guidelines/guidelinesbehavioral>

ASIST Professional Guidelines

<http://www.asis.org/AboutASIS/professional-guidelines.html>

Society of American Archivists Code of Ethics

<http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

3.0 Principles of Ethical Conduct:

3.1 Propriety. Students should maintain high standards of personal conduct in the capacity of identity as a student of the University of Hawaii.

3.2 Competence and Growth. Students should strive to become proficient in academic performance and professional practice, functions, and activities.

3.3 Development of Knowledge. Students should take responsibility for identifying, developing, and fully utilizing knowledge for academic assignments and professional practice.

3.4 Scholarship and Research. Students engaged in study and research should be guided by the conventions of scholarly inquiry and academic integrity. Students must be familiar with and follow the requirements on each course syllabus.

3.5 Service. Students should regard as primary the service obligation to internship, practicum, fieldwork or community sites, as well as to student professional organizations.

3.6 Confidentiality. Students should respect the privacy of information users and hold in confidence all information obtained in the course of professional service at practicum, community, internship and fieldwork sites.

3.7 Commitments to Organizations. Students should adhere to commitments made to practicum, community, internship and fieldwork sites, as well as to student professional organizations.

3.8 Respect, Fairness and Courtesy. Students should treat staff, student colleagues, professionals and faculty with respect, courtesy, fairness, and good faith in all communication settings, including online, classrooms, group meetings, internship and fieldwork sites, and faculty and departmental offices.

3.9 Integrity. Students should act in accordance with the highest standards of professional integrity to uphold and advance the values, ethics, knowledge, and mission of the profession as outlined in professional codes of ethics and standards of conduct.

Approved by the LIS Faculty on 19 March 2007