

NASA Guam Space Grant Professional Internship

Internship Code of Conduct Agreement

The following is a summary of the expectations, responsibilities, and rules governing conduct during your internship period through the NASA Guam Space Grant (NGSG) Professional Internship program. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible program infractions. Students violating these standards may be held accountable through the student conduct process.

Please review and complete the following form carefully.

Internship Information & General Statement

I, _____ (Student ID# _____), am a student at _____ and plan to voluntarily undertake an internship through the NASA Guam Space Grant Professional Internship program during the _____ semester at the location listed below.

Internship Organization: _____

Address: _____

I understand that my internship will be with a third-party organization, not directly associated with NASA Guam Space Grant or the University of Guam. NGSG or UOG does not directly control the way in which the internship work experience will be structured or operated. NGSG and UOG make no assurances, expressed or implied, about the safety or appropriateness of the internship or of any travel and living arrangements the student has made.

I understand that any internship or travel carries with it potential hazards which are beyond the control of NGSG, UOG, and its agents or employees.

I understand that NGSG reserves the right to terminate my internship program or make other changes or substitutions to this program in cases of emergency or changed conditions or in the internship program's general interest.

I understand that NGSG may take any actions it considers to be warranted under the circumstances to protect my health and safety and/or guard the integrity of the internship program or UOG, including termination of the internship experience.

Code of Conduct

General Expectations:

1. As a NASA Guam Space Grant Professional Intern, I understand that I am representing not just myself, but also the NGSG program, UOG, as well as the organization I will be interning for. Thus, I will act accordingly and represent all parties to the best of my ability.
2. I understand that no alcohol or illegal drugs or substances may be used or be present in my bloodstream during internship activities.
3. I understand that I must follow the same code of conduct as employees of the organization I am interning at and may be subject to additional rules as provided by my supervisor, including company policies and procedures.
4. I am aware of UOG's policies regarding the workplace, discrimination, accessibility, and equal employment as detailed [here](#). If I have any issues or feel that I have been violated, I will contact the respective authorities.
5. I acknowledge that my failure to adhere to the terms of this code may result in termination or immediate dismissal from participation in the program, including any related benefits or monetary stipends.
6. I will maintain confidentiality regarding sensitive information on clients, members, customers, and products or services associated with the internship site.

Behavior:

1. I will not enter any unauthorized areas, and will knock on closed doors.
2. I will conduct myself in a dignified, courteous, and considerate manner.
3. I will accept supervision graciously and take any problems, criticisms, or suggestions to my supervisor or the internship coordinator.
4. I will refrain from conducting personal business during work hours without explicit permission from my supervisor.
5. I will demonstrate honesty, cooperation, integrity, and a willingness to learn.

6. I will accept responsibility and accountability for decisions and actions taken while at the internship site.
7. I will treat all coordinators, customers, clients, supervisors, and fellow employees with dignity and respect.

Appearance:

1. I will dress appropriately and maintain a sense of professionalism when coming into work or internship-related functions (e.g. presentations, meetings, events, etc.)
2. For virtual meetings or presentations, I will have a clean and presentable background, good lighting, and good sound. If I am unable to meet the recommendations, I will contact the internship coordinator or my supervisor to make accommodations.

Attendance & Punctuality:

1. I will be punctual and conscientious in the fulfillment of my commitment and duties, maintaining a log of the hours I worked and the tasks I performed.
2. I will meet any deadlines as they relate to both the internship (presentation, reports, etc.) and my duties (deliverables, products, etc.)
3. I will maintain the established work schedule as agreed upon with my supervisor. My supervisor will determine whether absences should be excused or unexcused.
4. For any absences or changes in my schedule, I will notify my supervisor and make the necessary accommodations.

Communication:

1. I will use appropriate written and oral communication in all interactions with supervisors, customers, internship coordinators, and products or services associated with the internship site.
2. I will keep my supervisor and the internship coordinator apprised of any changes to my current e-mail address, physical address, telephone number.
3. I will not ignore communications coming from the internship program or the company during designated work hours.
4. I will speak to my supervisor or the internship coordinator in regard to any concerns such as workload, tasks assignments, schedules or general company policy.

Disciplinary Measures

If you fail to adhere to the code of conduct or any requirements of the program, you may be subject to disciplinary measures. Disciplinary measures that may be imposed include, but are not limited to:

1. Written Warning
2. Conference
3. Probation
4. Expulsion from the Program

Apart from the Disciplinary Measures, any breach in the Code of Conduct can lead to any of the following:

- 1) Immediate termination
- 2) Check-in meeting
- 3) Loss of future stipends

Code of Conduct Agreement

By signing below, I agree to the terms of the NASA Guam Space Grant Internship Code of Conduct.

Intern Name: _____

Intern Signature: _____

Mentor Name: _____

Mentor Signature: _____