



Des Moines Area Community College

Criminal Justice Internship Program

CRJ 932 Internship

Ethical and Professional Conduct Acknowledgement

General Conduct

All interns are responsible for learning and following the rules of the hosting agency. Although internships are completed off-campus, students are still held to the expectations as set forth in the DMACC [Student Handbook](#) and the course syllabus. Interns violating these rules may be subject to disciplinary action and/or dismissal.

Interns shall not engage in unbecoming conduct, which tends to bring discredit on the agency or the college. Profane or intentionally insulting or degrading language or actions towards any other person will not be tolerated. Interns should be respectful and tactful in the performance of their duties, promptly responding to all reasonable and ethical requests for assistance.

Interns should refer to agency personnel by their appropriate rank or title and last name unless otherwise directed. Official business of the agency shall be treated as confidential and disseminated only as permitted by supervisory staff. Interns driving agency vehicles shall pay strict adherence to traffic laws and wear seatbelts when driving or riding as part of their internship activities.

Interns will keep the Criminal Justice Internship Coordinator up to date with any changes or challenges faced in the internship (or that may impact the internship), via email or voicemail message, within 24 hours.

Dress Code

Interns are responsible for learning the expected and appropriate attire for the agency facilities and activities and adhere to those at all times.

Standards of Safety

DMACC and the agency are committed to maintaining the safety and security of all persons on college or agency property during internship-related activities, as well as maintaining a safe and healthful learning environment. Specific prohibited activities include:

1. Possession of prohibited weapons per DMACC Educational Services Procedure ES5040 on college property or during intern or school activities.
2. Possessing, drinking, or being under the influence of intoxicants on any internship function; unlawful possession, use or distribution of alcohol on college or agency property or during activities; illegally using, manufacturing, possessing, distributing, dispensing or being under the influence of a controlled substance on college or agency property during any activities.

3. Refusal to obey security officials, law enforcement, corrections, civil defense personnel, or other proper authorities in emergencies.
4. Failure to comply with safety rules, regulations or common safety practices.
5. Failure to report an accident involving an on-the-job injury or damage to college or agency property.
6. Smoking in non-designated areas.

Immediate Dismissal

Immediate dismissal from the Criminal Justice Internship Program may result from any of the following actions:

1. Tampering with or wantonly destroying agency office data, records or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise, misusing agency office data or information.
2. Unauthorized use of college or agency vehicles, telephones, computers, or computer equipment.
3. Willful or negligent damage to college or agency property.
4. Theft or dishonesty.
5. Intentional misrepresentation as an agency employee rather than an intern.
6. Any action or inaction deemed by agency personnel to create a threat to physical safety.

Review and Initialize if in Agreement

_____ I acknowledge that I have read this document, called “DMACC Criminal Justice Program’s Internship Ethical and Professional Conduct Acknowledgement”, and the document called “Course Description and Requirements Statement”, and fully understand the expectations of me during my internship experience.

_____ I understand and agree to meet the expectations as set by the Criminal Justice Program at DMACC through these internship documents, the DMACC [Course Catalog CRJ 932](#) description and competencies, and the DMACC [Student Conduct](#) website and materials.

_____ I assume full responsibility for my actions and conduct, and recognize that I am representing not only myself, but also DMACC, the Criminal Justice Program, and the hosting agency.

_____ I understand that any violation of these rules or conduct may result in early termination of my internship and failure of the class.

So agreed.

Student’s Name (type/print)

Date

Student’s Signature