WHATCOM COMMUNITY COLLEGE

Statement of Ethical Conduct for Cooperative Education\Work Based Learning Students

The principles outlined below are designed to serve as guides for professional conduct. Endorsement of these principles will benefit those involved in the Cooperative Education placement and will reduce problems at the worksite. These principles are intended to serve as a framework for promotion of professional conduct.

A. Prior to Placement
   1. When applying and interviewing for a work based learning position, student should list qualifications as accurately as possible.
   2. Before applying for a Co-op position, student should make certain they genuinely plan on accepting a job if offered one by a prospective employer.
   3. Student, regarding interview appointments and/or acceptance/rejection of employment offers, should notify the Co-op office immediately.
   4. When hired for a Co-op position, the student should notify her/his Co-op counselor, as well as other employers with whom job offers may be pending.
   5. For each quarter employed in a Co-op position, the student must register and pay for the appropriate amount of credits for the work performed in the field (i.e., one credit per thirty hours of field experience).

B. Academic Responsibilities and Requirements
   1. Cooperative Education guidelines require student to maintain good academic standing at the College.
   2. Student should understand and follow the policies and procedures of Whatcom Community College.
   3. All Cooperative Education academic assignments (i.e.: training agreements, writing assignments, evaluations, projects, work journals, seminar readings, and on-site visits) will be completed by the student in a professional manner and submitted by assigned deadlines.
   4. Student will adhere to academic integrity policies set forth by Whatcom Community College. Breaches of academic integrity will result in sanctions according to College policies and procedures.

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C. On-the-Job Conduct

1. Co-op student is required to follow employers’ rules and regulations (e.g., hours of work, holidays, dress code, etc.).

2. The use of employer resources for personal use (e.g., telephones, photocopy and facsimile machines) is prohibited without prior permission.

3. Student is prohibited from using controlled substances (alcohol or drugs) before or during work under the federal codes governing the College.

4. Co-op student will first and foremost exhibit honesty and integrity. Student will demonstrate fairness, consideration, honesty and integrity, trustworthiness, and ethical behavior while maintaining confidentiality in the workplace.

5. Student will complete all assignment and responsibilities in a timely and competent manner. Grades will be representative of their work.

6. Student will strive to improve and acquire new skills and knowledge related to their chosen career.

7. Student will receive mid-quarter oral evaluation and final written evaluation from their supervisor. Constructive suggestions to improve performance and/or work habits will be made. Final grades WILL include these evaluations.

8. Any change in employment status, or situation affecting work experience, should be reported to the Co-op Program Coordinator immediately.

I have read the above statements and agree to follow these guidelines.

Signed _______________________________ Date __________________________

Notice of Non-Discrimination
Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, socioeconomic status, genetic information or age in its programs and activities. WCC publications are available in alternate formats upon request.

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