

**Portuguese Cultural Center
Internship Program
Code of Conduct**

I. STUDENT AGREEMENT FOR THE PCC INTERNSHIP PROGRAM

The Portuguese Cultural Center has the authority to establish rules and guidelines necessary for the operation of its programs. I understand that the internship can apply additional policies, rules, or guidelines to which I will be subject. I, on behalf of myself and personal representatives, hereby release the Portuguese Cultural Center and any cooperating institution and their officers, board members, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical and hospital care, personal illness or injury out of my participation in the internship program.

II. CODE OF CONDUCT FOR INTERNSHIP PROGRAM

The Portuguese Cultural Center holds the intern 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 the students how participate.

III. CODE OF CODUCT

Student interns who participate in the PCC internship program are representatives of the Portuguese Cultural Center for the duration of time during the program. Interns are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the Board of Directors. Any intern who engages in disrespectful, hostile, or violent behavior that threatens one's self, another person, or the program can be subject to dismissal from the program. Interns are expected to act in a professional manor during the internship. This includes, but is not limited to:

- Showing up on time for meetings, events, assignments, etc.
- Informing the internship supervisor in advance if there are conflicts to the schedule
- Using appropriate language or language that would prove offensive to others
- Treating volunteers and employees with respect

IV. ALCOHOL AND DRUG POLICIES

Interns are prohibited from selling, using, or possessing any drugs that are considered to be illicit or illegal by law. Any infraction of drug or alcohol use can result in dismissal from the program.

Name: _____ Date: _____

Signature: _____