

CODE OF CONDUCT

Please read the document below entitled Fieldwork **Code of Conduct**. Your signature indicates to those supervising and mentoring your field experience that you are well aware of what is expected of you as a CUP student and future professional. You may be asked to review and sign this document more than once as your placement in the field changes.

Clarion University of Pennsylvania College of Arts, Education and Sciences Fieldwork Experience Professional Dispositions Agreement

1. During my fieldwork experience, I am a guest at the school, agency, or other community setting. I am welcome as long as I am welcome and if I am no longer welcome, I may be asked to leave. I understand that my task is to learn so that I can become an effective professional. In order to do this, I agree with the following expectations:
2. I understand that I need to have completed all of the Office of Field Services' requirements, including my physical, Act 33 and 34 clearances, and liability insurance to begin my placement. I will have these requirements completed prior to the start of my placement.
3. I understand that it is important that I know how to get to my placement in order to arrive on time and am knowledgeable of an acceptable parking space. Therefore, I will take a test drive to the facility to determine driving time, doing so during rush hour, and inquire about an appropriate place to park my vehicle.
4. I will abide by the specific institutional values and policies as well as the highest standards of professional conduct at all times. (Pennsylvania's Code of Professional Practice and Conduct for Educators)
5. I will learn names and titles and call personnel by their formal names, unless instructed to do differently by individuals.
6. I will learn and abide by the chain of command at my assigned facility.
7. I will maintain professional, legal, and ethical conduct at all times with students, staff and supervisory personnel.
8. I will promptly discourage unprofessional, unethical or illegal conduct directed toward me and promptly report incidents to my university supervisor or to the Office of Social Equity. (Behaviors defined at <http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/sexual-misconduct-definitions-and-faq.html#definitions>)
9. I will make an immediate report of suspected child abused or cause a report to be made if I have a reasonable cause to suspect that a child is a victim of child abuse. (PASSHE Policy 1014-01)
10. I will respect the privacy of children/clients, families, and school/agency personnel and protect the confidentiality of personal information that I encounter. (Family Educational Rights and Privacy Act -FERPA)
11. I will be dependable and timely in attendance. I will be on site when and where I am expected. In the event that I cannot attend or will be late, I will follow proper notification procedures to let the appropriate individuals know in advance.
12. I will maintain a professional demeanor and appearance, in accordance with the standards of the dress code of the site where I am placed and demonstrate appropriate personal hygiene.

13. I will smile, be pleasant to be around and demonstrate a positive, eager to learn attitude.
14. I will complete my assigned tasks, duties, and responsibilities in a quality and timely manner.
15. I will interact and communicate verbally and in writing in a courteous, positive, respectful, and professional manner with students/clients, peers, placement personnel, university personnel, and others.
16. I will avoid bias, prejudice, or lack of fairness toward individuals or groups of people. (Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973; Americans With Disabilities Act 1990)
17. I will show initiative. When an assignment is completed, I will seek more work.
18. I will act in a safe and responsible manner, avoiding any action that might put students/clients at physical or emotional risk. I will report any accidents or incidents that cause harm to myself, others, or property by submitting Clarion's "Accident/Incident Report" to the university supervisor in a timely manner.
19. I will remain committed to improving my professional skills and abilities. I will remain flexible and open to feedback from others. I will accept constructive feedback in a mature and professional manner.
20. I will maintain a neat workspace and not intrude upon the workspaces of others.
21. I will demonstrate commitment to my field of study and my future profession. My field experience duties and responsibilities will receive top priority over any job if I am employed.
22. I will check with my coop and follow all policies of the school/agency where I am placed regarding correspondence with parents/guardians, taking photographs, videotaping, providing snacks/treats, bringing artifacts, visuals, props, animals, or anything similar that I may wish to do.

DISCIPLINARY UNDERSTANDING

- I understand that my performance reflects positively or negatively upon the placement school/agency and Clarion University and that any unacceptable behavior will result in disciplinary action.
- I understand that failure to comply with this agreement will result in the execution of a dispositions assessment form.
- I understand that the professional dispositions presented in this agreement are important requirements for successful completion of my fieldwork experience. Failure to follow these expectations will result in at best, a negative performance evaluation, and at worst, expulsion from the placement and termination of the experience with a failing grade.

Student: _____ Date: _____

Signature implies that I have read and understand the expected professional dispositions and the disciplinary consequences if I do not adhere to them.

Copies to the following people as the various experiences occur:

1. The Office of Field Services (include with Program Admission Application)
2. Block University Supervisor and Cooperating Professional and the OFS
3. Student Teaching, Internship, or Externship University Supervisor and Cooperating Professional and the OFS