

# Field Period Code of Conduct

## Keuka College

### Center for Experiential Learning

141 Central Ave. Keuka Park, NY 14478

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While participating in a Field Period, I must adhere to the appropriate Field Period guidelines as outlined below:

#### Personal/ Professional Conduct:

I agree that:

- I will conduct myself in a professional manner, since my behaviors can be considered as a reflection of my student peers and the faculty at Keuka College.
- I have read and am aware of the Student Code of Conduct and understand that when conducting a Field Period individually or with a group, I must abide by all policies as set forth in the student handbook.
- If I fail to uphold the Student Code of Conduct during my Field Period, I understand that I will be subject to disciplinary action and will have a judicial hearing as soon as possible upon my return from my Field Period.
- I will respect the laws and guidelines of the organization and/ or countries in which I am completing my Field Period.
- I will maintain a professional demeanor when conducting my Field Period, and follow the rules and regulations of my Field Period supervisor.
- If I have a personal problem with my supervisor, or any other person with whom I am affiliated during my Field Period, I will try to resolve it politely and directly with the person involved; if we are unable to resolve this in a manner satisfactory to both parties, I will contact the Dean of the Center for Experiential Learning at Keuka College, who will provide further assistance and make the appropriate contacts thereafter.

#### Field Period Policies:

I understand that:

- I will fulfill my obligation to the organization according to the terms delineated on the Field Period Learning Contract.
- If the organization or group Field Period supervisor because of unprofessional practices dismisses me, I may receive a failing grade for my Field Period course and may also be subject to disciplinary action in accordance with the Student Code of Conduct.
- A Field Period may be dropped without academic penalty only in those instances where the organization has significantly departed from the terms of the Field Period Learning Contract.
- The Field Period hours must be completed within the January Term or Summer Term. Students who seek an exception to this academic policy must complete the appropriate procedures and obtain the approval of their academic advisor; the request will be reviewed by the Dean, Center for Experiential Learning; with final approval from the Associate Vice President for Academic Affairs.
- Four-year students are required to successfully complete four Field Periods to fulfill graduation requirements. Transfer students are required to successfully complete the number of Field Periods as outlined on individual transcript evaluations.

I, applicant's name (please print) \_\_\_\_\_ have read, understand, and agree to adhere to the *Field Period Code of Conduct* stated above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_