Standards of Ethical Conduct
for CAS 474 Students

All students taking part in CAS 474/474L are expected to conform to guidelines for ethical conduct. This is necessary not only for the benefit and protection of the interns themselves, but also for the clients, placement agencies, instructor, supervisor, and the university. In addition to the guidelines listed below, interns are expected to adhere to the broader ethical guidelines adopted by their relevant professions (e.g., NEA), as well as the guidelines specific to their placement agency. Whenever interns have questions about ethics or responsible conduct, they should contact their instructor or their placement supervisor. At a minimum, interns agree to conform to the following principles:

1. **Avoidance of harm.** Above all, interns shall not harm clients. Interns shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to clients. This also includes discriminating against clients on the basis of the client’s race, ethnicity, religion, sex, national origin, language, ability, or the status, behavior, or beliefs of the client’s parents.

2. **Confidentiality.** Interns shall maintain confidentiality and shall respect the clients’ and families’ rights to privacy, refraining from disclosure of confidential information and intrusion into family life.

3. **Recognition of qualifications and limitations.** Interns must recognize the limitations of their training and abilities and must not exceed these in work with clients. It is incumbent upon interns that they recognize when demands/expectations are beyond their knowledge or ability. When such situations arise, interns will seek assistance from their supervisor and instructor.

4. **Identification as interns.** Interns will explicitly identify themselves as interns at their placement site. They will not misrepresent their training, qualifications, or status.

5. **Record keeping.** Interns will accurately maintain written records as required by their placement agency and course instructor. The 60 hours documented for unit credit in CAS 474L shall fulfill requirements for this course only.

6. **Dual relationships.** Interns will refrain from work with persons with whom the intern is involved in other types of relationships. For example, interns shall not complete their internship hours under the supervision of a relative. Interns shall not use their relationship with a client for private advantage or personal gain.

7. **Prohibition regarding sexual conduct or harassment.** Under no conditions shall interns become involved in sexual or romantic relationships with clients of their placement agency. Interns will also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters.
8. **Child abuse.** When interns have reasonable cause to suspect abuse or neglect, they shall notify their site supervisor/instructor in accordance with state/federal laws.

9. **Self-awareness and monitoring.** Interns will monitor their own emotional and physical status and be aware of any conditions that might adversely impact their ability to serve their clients or placement agencies. If such conditions arise, interns should inform their placement supervisor and instructor.

10. **Ethics discussion with supervisor.** Interns shall discuss the ethical standards of their placement with their supervisor. They shall provide a copy of this form to their supervisor.

By signing below the intern agrees to adhere to the ten guidelines listed above as well as those of the professional discipline and the specific internship site.

Intern signature __________________________ Date _____________

Site supervisor __________________________ Date _____________

Instructor _______________________________ Date _____________

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**Note:**