



Community-Based Federal Work-Study (CBFWS) Student Code of Conduct

Congratulations on being hired by an Alamo Colleges District community partner who provides work-study positions to students. **You now represent the college district** and it is vital that you remain aware of how professionals, clients and the public view you. The CBFWS Program holds you to a very high standard of conduct as your work and your relationship with your agency is focused on providing service to the agency and its clients, as you gain valuable work experiences.

The agency that has hired you is a professional organization, loyal to its reputation and brand image.

You are expected to:

- Dress appropriately: no torn, highly faded clothes, no exaggerated hairstyles, make-up or jewelry
- Keep your personal life personal: do not discuss your personal life on the job
- Demonstrate phone etiquette: do not make personal calls, do not use your personal phone
- Use office equipment for work purposes only: including e-mail, internet searches and copying
- Eat or drink only in designated areas, not at the desk
- Maintain confidentiality of all information: do not share information with anybody

The agency clients see you as a professional, not a student, and expect top quality service.

You are expected to:

- Dress appropriately: no torn, highly faded clothes, no exaggerated hairstyles, make-up or jewelry
- Respond promptly and appropriately to clients/visitors when they arrive or are in your work area
- Keep your personal life personal: do not discuss your personal life on the job
- Eat or drink only in designated areas, not at the desk

The agency that has hired you needs your full commitment to operate effectively and efficiently.

You are expected to:

- Report to work on time: contact your supervisor with ample time before you are tardy or absent
- Maintain professionalism if you are no longer able to continue employment: contact the supervisor and the CBFWS Office to explain why you cannot continue your employment, if you must terminate your employment.

To proudly indicate, on your resume, that you worked for this agency, ensure that you:

- You are mindful of your work performance as your performance is evaluated daily
- Work to make contact with professionals who may become a source of letters of reference
- Leave the agency in a professional way, having given the proper notice of your exit

I understand the terms of the CBFWS Student Code of Conduct and agree to comply with the terms. I recognize that I am called to carry myself as a professional and that, while on occasion a student may need to end their employment for a variety of acceptable reasons, I must notify my supervisor and the CBFWS Office if I am not able to keep my job. Terminating my position without talking with my supervisor and the Director of the CBFWS Program will be grounds for not being rehired in future semesters.

Student Name (printed)

Student Signature

Date

Semester