

Student Internship Code of Conduct

1. Prior To The Placement

The student will:

1. You will have interviews with different Internship companies, and must agree to go to your assigned company, even if not your ideal choice.
2. Satisfy any reasonable preconditions for the placement program imposed by the Host Organisation (e.g. Signing NDA for privacy reasons).
3. Complete and pass any preparatory activities required by Coder Academy as part of the course and/or by the Host Organisation.
4. Read and become familiar with the provisions of this Code and any specific provisions applying to the placement program as outlined in the relevant subject outline.

2. While On The Placement

The student will:

1. Comply with all requirements for undertaking the placement program (including attendance, dress, behaviour);
2. Comply with reasonable directions given by the Host Organisation and/or Coder Academy in connection with the placement;
3. Be available to undertake activity during the scheduled hours agreed to between the Host Organisation and Coder Academy;
4. Notify the Placement Coordinator in a timely manner of any unscheduled absences from the Host Organisation during the placement;
5. Adhere to the standards of professional behaviour appropriate and set by the Host Organisation. Hence, behave in an appropriate manner consistent with relevant Host Organisation policies, codes, standards and rules;
6. Comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
7. At all times appropriately and responsibly use the resources of the Host Organisation.
8. Maintain appropriate levels of communication with Coder Academy regarding progress during the placement, including complying with any specific communication requirements specified by the Coder Academy;
9. Undertake all assessment activities required in relation to the placement; and
10. Preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the placement.

11. In the case of not successfully completing your time dedicated to an internship company, you will NOT receive another opportunity with a company in the Coder Academy Internship network.

3. Incidents and Illness During Placement

The student will:

1. Observe the Host Organisation's procedures for responding to any hazards or incidents occurring during the placement;
2. Provide written advice in a timely manner to Coder Academy in relation to the hazard or incident affecting the student during the placement;
3. Where required, provide a medical certificate or other documentation deemed necessary to Coder Academy for any absence from scheduled attendance at the Host Organisation of 1 day or more;
4. Be responsible for applying for academic consideration for any absence during the placement that significantly impairs your overall assessment task in the required time.

4. Student Agreement Signature

In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, you agree as follows to engage.

STUDENT SIGNATURE



Student Signature

Michael McCallum

Print Name and Title

19/10/2018

Date