

ACADEMIC INTEGRITY GUIDELINES

DePaul University School of Education Field Experiences Guidelines for Students

Your Responsibilities: DePaul University is committed to education that engages its students, faculty and staff in work in Chicago’s communities. Students in the School of Education are engaged in DePaul’s Chicago and suburban communities through field experiences, student teaching, and internships. You are one of over 2,000 students that will use the DePaul network of schools and community organizations, to complete mandated field and clinical experiences, and internship program requirements this year. As DePaul representatives to our partner schools and community organizations, we ask that you take seriously your responsibilities to these relationships. Please keep the following in mind.

- The community, school and/or organization is an extension of the DePaul classroom. The University’s Academic Integrity Policy and Code of Student Responsibility as detailed in the Student Handbook to your interactions with the staff of the schools as well as the community organizations and its clients.
- You are expected to obey local, state, and federal laws. Failure to do so may result in your suspension or expulsion from the University, as well as in civil or criminal prosecution.
- **You are a guest** in the school or community organization. Listen respectfully and learn from the staff at the school and organization, its clients, and the community that they serve.
- Field experiences and internships in schools and community organizations are integral to School of Education programs. Treat them as seriously as any other aspect of the program.
- The relationship is reciprocal. The school and/or community organization that you will be serving is providing a learning experience to you in exchange for your service to the school/organization.
- Do what you say you will do. Be punctual, adhere to your schedule, and arrive willing to serve.
- Treat confidential information as private and privileged. Confidential information may include school documents, organizational files, projects in progress, student’s personal information, stories, etc.
- Be flexible and anticipate that you may encounter new ideas and unfamiliar circumstances.
- Be open to feedback from those who will be supervising you.
- Dress professionally and appropriately for the school/organization environment.
- Know the procedures for a health or safety emergency.
- Take responsibility for your own behavior and safety.

Your Rights: As stated in the Code of Student Responsibility, “DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members.” You have a right to:

- Serve in a safe environment. If you believe your safety is being compromised or you experience any form of harassment, immediately contact your professor, site supervisor, and/or a university staff member.
- A handbook that clearly sets the School of Education’s expectations of your work in the school/community organization.
- Immediate notification of warnings or concerns expressed by the school/community organization regarding your work and/or behavior.
- Expect support from the School of Education to accomplish your field experience and internship program requirements.

I have read, understood and agree to act in accordance with the standards articulated above.

Name (printed) _____

Signature _____ Date _____

Program _____