

Lang Center Code of Ethics

The Lang Center's mission is to uphold "the College's *central commitment to educate students* for civic and social responsibility." Students participate in that ethical education through coursework, research, and interactions with communities both on and off campus. At the Lang Center, we commit to modeling responsible and ethical action. All students utilizing Lang Center resources are expected to adhere to the highest standards of integrity, mutual respect, and professionalism before, during, and after their experiences as representatives of Swarthmore College and the Lang Center for Civic and Social Responsibility.

By accepting Lang Center resources, grantees agree to model the following values in their work:

- Integrity (do what you say will do)
- Honesty (accurately represent yourself and your work)
- Respect (show polite regard and consideration to others)
- Professionalism (follow institutional norms re: attire, communication, & timeliness)

Fulfilling the expectations of the Code of Ethics include, but are not limited to:

- Giving true and complete information to the Lang Center or Swarthmore College about your use of resources.
- If applicable, maintaining and reporting accurate attendance records (e.g. length of internship, hours worked at the host site, etc.).
- Truthfully representing internship, project, or volunteer experiences in reports or images submitted to the College.
- Submitting original and individual work for all required parts of the internship, project, or volunteer experience (e.g. midterm reflection, final report, budget, etc.).
- Never missing part or all your internship, project, or volunteer experience unless due to unusual circumstances (e.g. a contagious illness, death in the family, etc.).
- Only withdrawing from an internship, project, or volunteer experience in cases of necessity and as a last resort. Any withdrawal should promptly take place in consultation with the Lang Center *and* with the host site.

Students receiving Lang Center resources who fail to meet the standards of academic and ethical integrity outlined here may be subject to the student conduct process in the Swarthmore Student Code of Conduct, found at:

<http://www.swarthmore.edu/student-handbook/student-code-conduct-rules-and-regulations>

By signing this document, I agree to hold myself to these standards as a representative of Swarthmore College and the Lang Center for Civic and Social Responsibility. I also agree to seek advising from Lang Center staff should I have any questions on what may or may not be ethical.

Signed: _____ Date: _____

Name (please print): _____ Class Year: _____ Student ID #: _____