Standards of Conduct
(adapted from standards of conduct produced by California State University- Los Angeles and Goucher College)

As you begin your Applied Experience, please remember that you will be a representative of Johns Hopkins and the Public Health Studies Program. As such we ask you to carefully read and abide by the following guidelines created to assist you in having the most productive experience possible.

1. **Ask for help when in doubt.** Your site supervisor understands the issues at your site and you are encouraged to approach her/him with questions or problems as they arise. They can assist you in determining the best way to respond in difficult or uncomfortable situations. You may also consult your Public Health Studies Academic Advisor or the Applied Experience Instructor.

2. **Be punctual and responsible.** Although you may be volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the people whom you serve rely on your punctuality and commitment to completing your hours throughout your partnership.

3. **Call if you anticipate lateness or absence.** Call your supervisor ahead of time if you are unable to come in or if you anticipate being late. The site depends on your contributions and will be at a loss if you fail to come in as scheduled. Be mindful of your commitment; people are counting on you.

4. **Respect the privacy of all clients.** If you are privy to confidential information with regard to persons with whom you are working, i.e. organizational files, diagnostics, personal stories, etc., it is vital that you treat this information as privileged and private. You should use pseudonyms in referring to this information in your reflections and/or final synthesizing assignment.

5. **Show respect for the agencies for whom you work.** Placement within an Applied Experience site is an educational opportunity and a privilege. Remember, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.

6. **Be appropriate in attitude, manners, and appearance.** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress neatly, comfortably, and appropriately (check your site for its conduct and dress codes). Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of Johns Hopkins’ ongoing Applied Experience program.

7. **Be flexible.** The level or intensity at the service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and in producing positive outcomes for everyone involved.

8. **Take initiative.** Be assertive in identifying the needs of the programs, staff, and community being served. Show initiative in creating activities, documents, and programs and resolving problems when applicable but be careful not to override projects with personal goals. Work with staff to create sustainable projects that the community deems necessary.
In addition to the above expectations, as an Applied Experience participant, you are also responsible for the following limitations.

- **Office Equipment** – You may not use the equipment (fax, copiers, and computers, for example) at your site for personal use. Equipment may only be used for work-related tasks.

- **Telephones** – School or service site phones may not be used for personal use except in case of emergency. **Cellular phones may not be used during volunteer hours.** They must be “off” or silenced except in the event an emergency or for program purposes (e.g., to coordinate activities such as during field trips and community service outings). Members should also be aware that Johns Hopkins assumes **NO RESPONSIBILITY** for lost or damaged cell phones or for personal property of any kind.

- **Visitors** - No personal visitors are permitted at work sites except in the case of emergencies. This policy protects you, the clients, and the sites. It assures safety and reduces the liability of the sites and Johns Hopkins.

- **Media** - You should also **never** make statements to the media regarding your site without prior permission from both Johns Hopkins and the site itself. You should never use client names or photographs in any form of media, including social networking sites, personal blogs, or academic work, without written permission from the client or the parent/guardian of the client. Keep in mind that this applies to your Synthesizing Assignment as well.

- **Personal Vehicles** - You may not transport any site clients in your private vehicle unless the person is authorized for transport. **DO NOT** transport a child by yourself.

- **Personal gifts or promises** - You may not make promises or commitments to a client that neither you nor the organization can keep. You may not give personal gifts to clients or invite them to your private residence. Private interaction with clients outside of the site is prohibited.

**Other Safety Suggestions**

- Keep your automobile a non-attraction. Do not leave items visible in the car’s interior. Place valuable articles in the trunk prior to arrival.

- In case of a breakdown or transportation problem, carry enough money to get home.

- Get to know your supervisor at the organization. Ask her/him questions about the area and get suggestions on what you should do if you find yourself in trouble.

- Develop a community safety net of resources in your placement area. Don’t forget that your site supervisor and advisor are there to help!

- Familiarize yourself with people, places and things in the area that can be of assistance in times of emergency (e.g. the location of phones, 24-hour stores, police station, etc.).

- Make sure to give the phone number of the organization where you’ll be serving to a roommate, friend, or relative.