Regis College Professional Standards of Behavior:

Work Study Students, Graduate Assistants and Interns

A work study/student employee, an internship and/or graduate assistant position are considered to be a real job and should be treated as such. All work study/ student employees, interns and graduate assistants represent Regis College both internally as well as externally and are required to adhere to the Regis College Professional Standards of Behavior at all times.

Punctuality and attendance

☐ Students will arrive at their place of employment on time, every time. In the event of an illness or other excused absence, the student is expected to contact their supervisor ahead of time.
☐ Students are expected to maintain their agreed-upon work schedule.

Work Standards

☐ The student is expected to meet all job obligations including following the processes and procedures established by the employer/supervisor.
☐ Confidential information is expected to be kept confidential.

Professionalism in the Workplace

☐ Students are expected to dress appropriately based on the work environment: if a particular work environment requires professional dress, the student is expected to dress professionally. If casual attire is the norm, the student may dress casually. Sweat pants are not permitted.
☐ Students are expected to demonstrate a positive attitude at all times.
☐ Students are expected to demonstrate initiative when appropriate. (The supervisor will define “appropriate”.)
☐ Cell phone use, including text messaging and social media is prohibited on the job. Computers may be used for professional reasons, only.

Regis students are expected to consistently demonstrate a strong work ethic.

☐ The student should be viewed as dependable, responsible and cooperative.
☐ Graduate Assistants required to maintain a GPA of 3.0 or better.

September, 2013