KCS’ YASP Intern Code of Conduct

PLEASE KEEP A COPY FOR YOUR RECORDS!

PART 1

Purpose of Intern Code of Conduct: This document provides direction to staff and interns engaged in intern and intern management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual agreement. YASP reserves the right to change any of these policies at any time. Changes to and/or exceptions from these policies may only be granted by the Education Director and the President/CEO of KCS, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Education Director and President/CEO.

Definition of an "Intern": An "intern" is anyone who, without expectation of compensation beyond reimbursement, performs a task under the direct guidance of the agency. Unless specifically stated, interns shall not be considered "employees" of the agency.

PART 2

Service at the Discretion of the Agency: YASP accepts intern service at the sole discretion of the agency. Interns agree that YASP may at any time, for whatever reason, terminate the intern’s relationship with the agency. The intern may at any time, for whatever reason, sever the intern’s relationship with the agency. Notice of such a decision should be communicated as soon as possible to the intern’s supervisors.

Representation of Agency: Interns are asked to NOT contact organizations, individuals or to respond to inquiries regarding the agency unless they are given express directions to do so by the agency. Prior to any action or statement which might affect or obligate the agency, interns must seek prior approval from appropriate staff. Actions requiring prior approval of YASP staff may include, but are not limited to, public statements to the press, lobbying efforts, or agreements involving contractual financial obligations. Interns are authorized to act as representatives of the agency as specifically indicated and only to the extent of such written specifications.

Interns will maintain the confidentiality of all proprietary or privileged information to which they are exposed while serving as an intern, whether this information involves a staff member, intern, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the intern’s relationship with the agency or other corrective action.
Screening/Reference Checks: As a precursor to being selected as an intern and/or for specific tasks, interns may be required to submit professional references and/or samples of work.

Copyright/Ownership Issues: Material produced by volunteers including graphics materials, narratives, research, compilations, etc. becomes the property of the Agency upon submission.

Attendance and Punctuality: Interns should be conscientious of attendance and punctuality. As part of a team, timeliness and availability are essential in meeting the needs of clients. Interns should make every effort to maintain all scheduled appointments and/or meetings. In the case of illness or unexpected circumstances, please contact your supervisor as soon as practically possible. Be sure to convey the reason for your absence and when you expect to return. Please provide notice of any anticipated absences, such as vacation, personal business, in advance. In the event you cannot fulfill your responsibilities to the agency due to excessive absences, the agency reserves the right to terminate the intern relationship.

Technology Related Policy: Computers, computer files, the e-mail system, and software furnished to volunteers are YASP property and intended for business use only. Interns must receive authorization before using equipment and/or accessing information authorization. The agency prohibits the use of computers and the e-mail system in ways that are disruptive, offensive, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, etc., is strictly prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, or anything that may be construed as harassment or discrimination. E-mail may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-business matters. The agency may purchase and license various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the agency does not have the right to reproduce such software for use on more than one computer. Interns may only use software on local area networks or on multiple machines according to the software license agreement. The agency prohibits the illegal duplication of software and its related documentation.

YASP Property: YASP may sometimes need access to materials, documents and information in the possession of volunteers, including times when a volunteer is not present. Such items must be available to YASP at all times. The agency’s facilities (including, for example, computer-related items such as diskettes, flash drives and e-mail, desks, and file cabinets) are YASP’ property and are not intended for personal use. The agency reserves the right to enter and review the contents of all of its facilities and property. Personal items should not be stored in the agency’s facilities or property.

All information entered, inputted, transmitted, or otherwise used with YASP computers or any agency computer system including (without limitation) e-mail, are the agency’s property. In addition, all computer data and e-mail messages remain stored on our computer systems. Even that which is erased or deleted by a user are subject to interception, monitoring, and review by the agency at any time.
**Intern Files:** YASP maintains a file on each intern, which includes such information as the intern application, reference checks, records of training, etc. These files are the property of the agency and access to the information they contain is restricted. No information contained in the intern files will be distributed without the intern’s written permission, legal processes requiring access, or an approved response to a request for verification of an intern’s status. Generally, only YASP supervisors/management personnel will review the intern’s files. With reasonable advance notice, interns may review their own files at YASP’ discretion. Interns must promptly notify YASP of any changes in personal data such as, mailing addresses, telephone numbers, and emergency contacts. YASP reserves the right to check the references of all applications.

**Expenses:** YASP will reimburse interns for reasonable business expenses incurred while performing services for the agency based on prior discussion and agreement. Expenses reports, with original receipts, should be submitted at the end of the business day to the appropriate supervisor.

**Dismissal of an Intern:** Interns who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their intern assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other interns, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.
KCS’ YASP Internship Agreement Form
(Sign only after Placement)

Please affirm your acceptance of the terms of this agreement, stated below, with your signature (and your parent/guardian if you are under 18 years old).

1. I have reviewed the job description and agree to carry out the responsibilities without the expectation of monetary and/or other compensation.
2. I understand that the provisions of this application do not constitute a contract (either expressed and/or implied) of employment between YASP and me.
3. I will endeavor to make my work of the highest quality. I will take any problems, criticisms, and/or suggestions to my direct supervisor, YASP Team, and/or the Education Director.
4. I consent to the use of quotes and the taking of photographs, movies, and/or video tapes of myself while I do my intern work at YASP. I also grant YASP the right to edit and use said products in print, on the internet, and all other forms of media.
5. I agree that any material produced during the course of interning, including graphic materials, web page designs, narratives, research, compilations, instructional texts, etc. becomes the property of YASP upon submission.
6. I agree to maintain confidentiality of all proprietary and/or privileged information to which they are exposed while serving as an intern.
7. I understand that I am representing YASP when I use their name and/or reference them on any social media posts. Posts made on KCS’ Social Media Accounts will be made in a professional manner.
8. I understand the importance and the possible safety issues regarding to certain type of work in YASP. Thus, I hereby grant permission to any person and/or organization to release to YASP and/or its representative’s any and all information regarding my past experiences and my background. I waive any and all claims that I might have with respect to the providing of such information.
9. YASP reserves the right to determine and change its policies and procedures applicable to interns at any time for any reason.
10. YASP agrees to provide the orientation, training, supervision, and the support necessary for my successful fulfillment of responsibilities.
11. YASP will cover me as an intern under KCS’ commercial general liability policy to protect me against any covered claims for injury to persons and/or damage property arising out of my activities as an intern. In exchange for this insurance protection I, on behalf of myself, my heirs and my representatives do hereby release KCS, YASP, its officers, directors, employees, and/or other volunteers from any liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my intern activities unless my injury is the result of the sole negligence of KCS and YASP. I understand that the liability insurance coverage only applies when I am on duty and act in
accordance with YASP guidelines for my intern assignment, and all other preconditions for insurance coverage are met.

12. I further understand and agree that if I am offered and accept an intern position at YASP, either I or YASP may terminate the intern relationship at any time for any reason and/or no particular reason or cause.

13. Furthermore, I am committed to interning ________ (hours) per day/week/month for ________ (months) to YASP.

____________________________  ______________________  ____________
Intern Name (Print)           Signature               Date

For Parent/Guardian, if under 18,

I, ______________________, have read and went over with my child the terms and conditions of this agreement. I hereby permit my child, ________________________, to work as an intern with KCS’ Young Adult Service Program (YASP).

____________________________  ______________________  ____________
Parent/Guardian Name (Print)   Signature               Date

KCS Main Office
Adult Daycare | Immigration | ESOL
203-05 32nd Avenue
Bayside, NY 11361
Tel: (718) 939-6137
Fax: (718) 886-6126

Corona Senior Center
37-06 111th Street
Corona, NY 11368
Tel: (718) 651-9220
Fax: (718) 478-6055

Flushing Senior Center
42-15 166th Street
Flushing, NY 11358
Tel: (718) 886-8203
Fax: (718) 886-8205

Public Health and Research Center | Workforce Development
325 W 38th Street, Ste. 1210
New York, NY 10018
Tel: (212) 463-9685
Fax: (212) 463-8347

Brooklyn Project
8710 5th Ave. 1FL
Bay Ridge, NY 11209
Tel: (718) 630-0001
Fax: (718) 630-0002

Mental Health Clinic
42-16 162nd Street, 2FL
Flushing, NY 11358
Tel: (718) 366-9540
Fax: (718) 534-4149
KCS’ YASP Medical Release Form
(Sign only after Placement)

Name: ___________________________________________  First   _____________________ Middle   _____________________ Last   _____________________

Address: ___________________________________________  House #, Apt #, Street, City, and Zip Code

Phone: (_______)_____________  Date of Birth: __/__/____  Blood Type: ________

Insurance Carrier: ______________________________________  Policy Number: ______________________

Allergies: _____________________________________________

Current Medication: _____________________________________

In case of an emergency, please contact:

Name: ____________________________  Relation: ____________________________  Phone Number: ____________________________

This authorization is intended to give the Korean Community Services of Metropolitan New York, Inc. (KCS) and/or YASP the right to give consent not only authorization for emergency diagnostic procedures, medical, dental, surgical care and/or hospitalization, but for any diagnostic medical, dental, surgical care and/or hospitalization that the person so designated deems advisable, and which the physician, dentist, or hospital personnel in said person’s judgment may deem advisable.

It is intended that this document be presented to the physician, dentist, or appropriate hospital and/or medical representative at such time as the medical, dental, surgical care, and/or hospitalization shall be authorized. It is intended that the authorization relieves the physician, dentist, and/or person rendering such care at the hospital or institution in which such care is given, from any liability resulting from the failure of me, the parent or guardian of the above named minor, from signing a consent or authorization to render such care. It is the intent that KCS and/or YASP shall act in my stead in making such decisions.

_____________________________  ____________________________  ____________________________
Intern Name (Print)   Signature   Date

If under 18 years old,

_____________________________  ____________________________  ____________________________
Parent/Guardian Name (Print)   Signature   Date