

RULES OF CONDUCT AND DISCIPLINARY ACTION

Student Responsibilities

You are a representative of the STEP-UP program. Consequently, you must accept the responsibility for mature, professional, and acceptable behavior. During your summer research experience, you are expected to abide by the guidelines listed below. Please review them carefully.

Guidelines for All Students:

- **Intern Schedules:** The program is a 7 consecutive week, full-time program. The exact time you are to arrive and depart each day is to be decided on an individual basis with your mentor(s). If you have a long commute, please be sure and discuss this with your mentor(s) so your schedule can be adjusted accordingly. You will not be permitted to take vacations or participate in other programs while enrolled in STEP-UP.
- **Attendance:** It is expected that you will arrive on time. If you are going to be late, or are sick, you must call and/or email your mentor(s) as well as email your program coordinator.
- **Respect for Others:** The STEPUP Program prides itself on diversity – this community consists of many varying backgrounds and beliefs. Racist, sexist, and other derogatory comments will not be tolerated at any time during the program and may be grounds for dismissal. We expect you to behave in a professional manner at all times.
- **Respect for Authority:** Safety for our students, mentors, and other laboratory personnel is a number one priority. You are expected to strictly adhere to the established policies and procedures set forth by the university, hospital, and/or laboratory in which you are working. At all times, you are expected to be courteous and respectful to your STEP-UP program staff, mentors, other laboratory personnel, as well as your peers. Disrespectful behavior and failure to follow rules and instructions given by individuals in positions of authority are grounds for dismissal.
- **Substance Abuse:** Alcohol, tobacco (including e-cigarettes and vape pens), and illegal drug use are strictly forbidden. Use of any of these substances will result in disciplinary action and immediate dismissal from the STEP-UP Program.
- **Damage or Loss:** You are expected to respect the property of the University or research environment at all times. You also assume the responsibility for damages or loss of personal property in the labs.
- **Electronic Usage:** Cell phones, iPods, tablets, and other personal entertainment devices must be in the off position during the program, including all seminars, tours, and clinic rotations. Cell phone, email, and internet usage should be limited to work-related tasks. Failure to comply may result in dismissal from the program.
- **Dress Code:** Casual dress is accepted, but you are expected to be clean and neat in your personal appearance. You should wear your STEP-UP lab coat during work hours. The STEP-UP Program requires that students refrain from wearing revealing clothing and from displaying visible cleavage, underwear, bare midriffs, etc. Shorts, sandals and flip-flops shouldn't be worn in laboratory settings.

Disciplinary Procedures in the Laboratory Environment

- Behavior of concern will be reported to the Program Coordinator by the Mentor, or other STEP-UP staff as appropriate.
- The Program Coordinator will take steps to corroborate the behavior with all individuals involved including the student and report to the STEP-UP Program Director.
- If unacceptable behavior is substantiated, the student will receive a warning and an opportunity to correct the behavior. Students will receive a maximum of two warnings.
- Parents will be notified after the second warning.
- If the student's behavior does not change after the second warning, he or she will be dismissed from the Program.
- As stated in the signed and notarized response form, failure to comply with any of the STEP-UP rules and requirements may result in the forfeiture of any associated benefits and financial support received from the STEP-UP Program.

Guidelines for Parents

While we always encourage parents to be involved in their son/daughter's education, we encourage the STEP-UP student participants to take responsibility for their own summer research experience. As such, we encourage students to talk to their parents about their summer experiences and for the students themselves to contact their mentor and Program Coordinator when problems or questions arise.

I, _____ (print student's name legibly) have read, understand, and agree to follow all of the student responsibilities and guidelines set forth by the STEP-UP program and the **STEP-UP High School Program Rules of Conduct and Disciplinary Action**. I realize that I must cooperate to the fullest extent and adhere to these rules to ensure my own safety and that of my fellow students and mentors. I am aware that any violation of these rules, which results in unsafe conduct or misbehavior on my part, will result in being removed from the laboratory and/or dismissal from the Program. I acknowledge that failure to comply with any of the STEP-UP rules and requirements may result in the forfeiture of any associated benefits and financial support received from the STEP-UP Program.

STUDENT SIGNATURE

DATE

I, _____ (print parent's name legibly) have read, understand, and agree to follow all of the parental guidelines set forth by the STEP-UP Program and the **STEP-UP High School Program Rules of Conduct and Disciplinary Action**. I agree to cooperate to the fullest extent and adhere to these rules.

PARENT/GUARDIAN SIGNATURE

DATE