Indiana State University

Department of Mathematics and Computer Science

**Student Worker Policies**

CS students – see also <http://cs.indstate.edu/info/labs.html>

1. **Dress Code**

You should dress in a way in accordance with accepted norms. This includes: making sure private parts and undergarments are fully covered, and not wearing clothes with offensive images or text. You should follow reasonable requests by your supervisor in terms of dress.

1. **Tardiness/Absences**

You will arrange with your supervisor your normal working hours/days. You should arrive 5-10 minutes earlier than the agreed upon time each day. You should observe the same policy in terms of having meetings with your supervisor or others at ISU. If you will be late or absent, you should make every reasonable effort (email and phone call at least) to notify your supervisor ahead of time.

1. **Computer/Internet/Phone Usage**

You must abide by the university’s policies in terms of internet and phone use. This includes the fact that you may not use ISU computing/internet resources for profit or for any illegal means. You should spend no more than 10% of your time during work hours checking personal email, texting, or using the computer/phone for other non-work-related activities (e.g., facebook, reading news, etc.). Any use above this amount means you should work additional hours to make up the time you were not working.

1. **FERPA, HIPAA and Confidentiality**

You must abide by FERPA and HIPAA guidelines. This includes but is not limited to not disclosing any information about students of ISU – their personal information, grades, financial history, what courses they are taking, etc. If in doubt, ask your supervisor.

1. **Plagiarism**

You must cite any work that is not your own. If you find information on Google, Wikipedia, a textbook, or elsewhere that is useful to your research, you must cite the source of the information in any document or presentation.

1. **Professionalism and Respectfulness**

You should act professionally. This includes being respectful to coworkers and others, and refraining from profane language/gestures.

1. **Grounds for Dismissal**

Violations of any of these policies are grounds for a reprimand. Such violations will be documented in writing, signed by your supervisor, and given to you for your records. Repeated offenses will be grounds for dismissal.

1. **Student Assistant Orientation**

Students must complete the online Student Assistant Orientation by 30 days after their first day of employment.

1. **Evaluation**

An initial student evaluation will be completed by your supervisor within 60 days of the first day of employment. The evaluation will be reviewed with you.

By signing below, you the student worker agree to follow the above policies. You agree that you understand these policies. If you have any questions, discuss them with your supervisor before signing.

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Signature of Student Worker Date signed

By signing below, the supervisor agrees that he/she has reviewed the policies with you the student, and that he/she will hold you to these policies.

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Signature of Supervisor Date signed