

**This document is intended to be part of the SHM syllabus for the following courses:**

HRIM 296 (Independent Study, 2HRIM)  
HRIM 330 (Food Production and Service Management)  
HRIM 380 (Hotel Management)  
HRIM 397B (Hotel Operations Practicum)  
HRIM 430 (Advanced Food Production and Service Management)  
HRIM 495A (Hotel Internships – PS Hospitality Services Internship)  
HRIM 495B (Executive Internship – NLI)  
HRIM 495C (International Internship)  
HRIM 495D (HRIM Teaching Assistant)  
HRIM 495E (External/Off-Campus Internship)  
HRIM 495F (Housing and Food Service Internship)  
HRIM 495G (Supervisory Internship)  
HRIM 496 (Independent Study)

Any other supervised work experience to which a School of Hospitality Management syllabus is attached.

**Workplace Conduct**

All students accepted into an internship program are considered employees of the host company for all intents and purposes. Students are subject to all policies and procedures applicable to other employees of the company, including disciplinary actions; such disciplinary actions can include termination of employment. Any student terminated for violating company policy may receive an “F” in the course, based on the Workplace Misconduct Disciplinary Policy section below. Naturally, conflicts can arise in any environment; it is always best to avoid conflicts by discussing concerns upfront. If conflict cannot be avoided, it is important to work with one’s supervisor and instructor to resolve the conflict before it becomes an irreparable problem. Students working as interns are representatives of the School of Hospitality Management and are expected to act in a professional, ethical, and responsible manner at all times during the course of the internship. Failure to do so may result in a reduction of grade or a failing grade. Employers have the right to report any irresponsible behavior to the instructor at any time.

**Workplace Misconduct Disciplinary Policy (based on Faculty Senate Policy 49-20, Academic Integrity)**

Students are disciplined in accordance with the employer’s policies, at the discretion of the employer. If workplace misconduct is suspected, the following will be the order of actions taken. These actions are to ensure the safety and rights of all parties involved, including the student, the School of Hospitality Management, Penn State University, and the employer.

1. The employer notifies the faculty member of the violation, and the disciplinary action taken or to be taken.
2. The faculty member, after being notified of disciplinary action by the employer, informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching, learning, and professionalism.
3. When evidence suggests that workplace misconduct has occurred, the faculty member will enter the charge and the academic sanction on the College of Health and Human Development Academic Integrity Form, will sign the form, and then convey the charge and sanction to the student for his or her signature that he or she agrees to or contests the charge or sanction (in person or through other methods as necessary).
4. You may not drop or withdraw from this course until this workplace integrity case is resolved and you are not found responsible. Any such drop action of the course will be reversed. If, after notification of a violation of academic integrity, you fail to sign this form, the academic integrity

adjudication process will go forward as defined by the College of Health and Human Development procedures.

5. Faculty may assign a wide range of sanctions to a student found responsible for violating academic integrity. Most faculty may choose to utilize *academic* sanctions (the modification of grades due to misconduct, but when referring cases to the Office of Student Conduct, faculty have the option to also recommend a full range of *disciplinary* sanctions available to the Office of Student Conduct such as: Disciplinary Warning; Disciplinary Probation, Suspension, Indefinite Expulsion or Expulsion; or the “XF” transcript notation.

### **Priorities, as they relate to on-campus internships**

Among the many roles that Auxiliary & Business Services (under which Penn State Hospitality Services, Penn State Housing & Food Services, and the Bryce Jordan Center fall) performs, the most important role is to support the academic mission of the University. The managers of ABS recognize that the student's academic progress is an essential component to university life (and one's participation in all ABS internship programs.) Therefore, managers will not knowingly schedule students during any regularly scheduled classes. To avoid any conflicts, it is imperative that each student provide a written copy of his or her academic schedule to his or her respective supervisor at the beginning of each semester. Additionally, it is each intern's responsibility to be aware of his or her scheduled shifts and stay abreast of any necessary last minute schedule changes; ignorance is not an acceptable excuse for noncompliance. Likewise, it is the responsibility of each department's management to communicate such changes in a reasonably timely and effective manner. It is **your duty to act responsibly**. Any requests for shifts off or other special considerations regarding work hours (outside of academics) must be submitted in advance and in accordance with each department's scheduling policy. These will vary by department. In short, your priorities should be:

1. Scheduled academic classes (not including course group meetings or extracurricular activities, even if sponsored or sanctioned by Penn State)
2. Scheduled internship work and training shifts
3. Personal business and employment with other organizations

### **Off-Campus Misconduct Policy (<http://studentaffairs.psu.edu/conduct/policies/offcampus.shtml>)**

While the University has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects a Substantial University Interest and warrants disciplinary action.

The Pennsylvania State University expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging law violations or student misconduct will be reviewed by the University. Upon receipt of a complaint alleging off-campus student misconduct, the Senior Director of the Office of Student Conduct or his/her designee will review the allegations and if necessary consult with a Senior Student Affairs Administrator to determine the appropriate course of action by the University.

In cases in which criminal or civil action is involved, such action and the review of the Off-Campus Misconduct Policy and administration of the University's discipline process will occur simultaneously. However, the University may defer action until the proceedings of the criminal or civil action have been completed. A deferment will be considered by the Office of Student Conduct following an initial review of the circumstances. Students may also delay action by the Office of Student Conduct by seeking a Disciplinary Withdrawal, whereby they would withdraw from the University until the criminal matter has been resolved.

In addition, where there is a compelling reason (such as concern for the safety of other students), the Office of Student Conduct may, after an initial review of the evidence, impose the sanction of Interim Suspension, requiring that the student leave the campus pending disciplinary proceedings or medical evaluation (See Interim Suspension, reference location).

Student conduct committed off the campus which affects a Substantial University Interest is conduct which:

- \* Constitutes a violation of local, state or federal law, including repeat violations of any local, state or federal law committed in the municipality where the University is located;
- \* Indicates that the student may present a danger or threat to the health or safety of him/herself or others;
- \* Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; or
- \* Is detrimental to the educational interests of the University.

Any off-campus student behavior that affects a Substantial University Interest (as previously defined) violates the Code of Conduct and is subject to disciplinary action following standard [University Discipline Procedures](#).

In accordance with University disciplinary procedures, students are entitled to contest any allegations and/or sanctions and may request a hearing or review before an Administrative Hearing Officer or the University Hearing Board. The hearing body will review the referred incidents for off-campus misconduct in the same manner they do for violations that have occurred on University premises. The hearing body may also consider whether or not the referred off-campus misconduct affects Substantial University Interest and whether the behavior should be subject to University disciplinary action.

When students are found responsible for behavior off-campus that both meets the definition of affecting Substantial University Interest, and violates the Code of Conduct, sanctions will be applied. The University has established sanctioning guidelines for University Code of Conduct violations. Specific sanctions established for off-campus misconduct will vary just as sanctions do for on-campus violations depending upon the individual nature of each situation including the student's prior misconduct record.

The sanctions for off-campus misconduct range from a Disciplinary Warning to Expulsion. The following is a sample list of misconduct behaviors and/or law violations in each of the University's sanctioning categories of Minor, Moderate and Major. This listing does not take into consideration a student's prior disciplinary record or account for varying degrees of severity of similar types of violations. Therefore, those students with a history of prior misconduct or who are involved with a particularly serious violation may receive firmer sanctions than those listed below for any particular act of misconduct. Also, this list is not designed to be comprehensive and the University reserves the right to respond to any off-campus misconduct that affects a Substantial University Interest as defined above.

#### **MANDATORY PARTICIPATION IN THE ALCOHOL EDUCATION/INTERVENTION PROGRAM AT UNIVERSITY PARK**

All students who engage in behavior on or off the premises of the campus involving the

Prohibited Underage Possession or Use of Alcoholic Beverages, Public Drunkenness or Driving Under the Influence will be required to complete a University alcohol education/intervention program. Students assigned to the mandatory alcohol education/intervention program will be responsible for paying all fees and costs associated with the program.

#### **MAJOR STUDENT MISCONDUCT BEHAVIORS /LAW VIOLATIONS:**

The University Student Code of Conduct violations committed off the campus that typically would fall into the MAJOR category and yield a sanction range of Suspension to Expulsion are:

Homicide; Manslaughter; Kidnapping; Assault and Abuse of a Person; Sexual Assault; Rape; Incest; Ethnic Intimidation; Crimes Motivated by Intolerance; Child Pornography; Confining Others; Domestic Violence; Burglary; Robbery; Major Thefts; Arson; Resisting Arrest or Detainment; Creating or Contributing to a Dangerous Condition; Engaging in acts which encourage, prolong or contribute to a public disturbance (e.g. riot, failure to disperse); Distribution of Illegal Drugs; and Serious cases of: Hazing, Harassment and Stalking; Direct Threat of Harm; Unlawful Use or Possessions of Weapons.

#### **MODERATE STUDENT MISCONDUCT BEHAVIORS/LAW VIOLATIONS:**

The University Student Code of Conduct violations committed off the campus that typically would fall into the MODERATE category and yield a sanction range of Probation\* to Suspension are:

Simple Assaults; Fights with Injury; **Driving While Impaired\*\***, **Driving Under the Influence\*\***; Furnishing Alcohol to Minors; Endangering Self or Others; Unlawful Entry; Theft; False Swearing, Reports, Witness and Identification; Impersonating a Public Servant; Obstructing an Official in their Duties; Aiding or Abetting in a Crime; Public Lewdness; Firearms Violations; Obstructing a Public Thoroughway; Possession of Illegal Drugs; **Excessive Consumption of Alcohol\*\***, **Public Drunkenness\*\***; Disrupting Meetings or Operations of Others and Processions; and Corruption of Minors.

*\*Probation may include a notation on the student's transcript*

**\*\*Requires participation in a University Alcohol Education/Intervention Program**

#### **MINOR STUDENT MISCONDUCT BEHAVIORS/LAW VIOLATIONS AT UNIVERSITY PARK AND OTHER LOCATIONS AS DESIGNATED BY UNIVERSITY PARK, ALTOONA AND BERKS.**

The University Student Code of Conduct violations committed off the campus that typically would fall into the MINOR category and yield a sanction range of Disciplinary Warning to One Semester of Probation\* are:

Disorderly Conduct; Retail Theft; Criminal Mischief; Loitering; Public Nuisances; **Underage Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages\*\***; Possession of Illegal Drugs and Public Damage.

*\*Probation may include a notation on the student's transcript*

**\*\*Requires participation in a University Alcohol Education/Intervention Program**

The University will review all subsequent student misconduct behaviors stated above in the Minor category. Although the continuum of sanctioning for behaviors under the Minor category range from Disciplinary Warning to University Probation, because these are repeat acts of misconduct, sanctions would typically include sanctions greater than probation.