

### *Academic Division/Provost's Office Award Statement of Expectations*

Swarthmore College offers a variety of funding opportunities designed to enhance the academic and professional exposure of students. Offered in the form of fellowships or grants, conference funding, or other funded opportunities, these awards are intended to allow students to engage in research, internships, or other projects to further their educational experience. Engaging in these types of co-curricular opportunities is a privilege. With this privilege comes the expectation that students will adhere to the highest standards of integrity, mutual respect, and professionalism before, during, and after their experiences as representatives of Swarthmore College.

By accepting an academic division award, conference funding, or other funding through the Provost's Office, grantees agree to model the following values in their work:

- Integrity (do what you say will do)
- Honesty (accurately represent yourself and your work)
- Respect (show polite regard and consideration to others)
- Professionalism (follow institutional norms re: attire, communication, & timeliness)

Fulfilling the expectations of this experience include, but are not limited to:

- Giving true and complete information to the Provost's Office, your faculty advisor(s) or Swarthmore College about your use of College's resources.
- If applicable, maintaining and reporting accurate attendance records (e.g. length of internship, hours worked at the host site, etc.).
- Truthfully representing internship, project, or volunteer experiences in reports or images submitted to the College.
- Submitting original and individual work for all required parts of the internship, project, or volunteer experience (e.g. midterm reflection, final report, budget, etc.).
- Never missing part or all your internship, project, or volunteer experience unless due to unusual circumstances (e.g. a contagious illness, death in the family, etc.).
- Only withdrawing from an internship, project, or volunteer experience in cases of necessity and as a last resort. Any withdrawal should take place in consultation with the Provost's Office, your faculty advisor and the host site, if applicable.

Grantees receiving Academic Divisional/Provost's Office resources who fail to meet the standards of academic and ethical integrity outlined here may be asked to repay the monies awarded and/or may be subject to disciplinary action.

By signing this document, I agree to hold myself to these standards as a representative of Swarthmore College and as an academic divisional/provost's Office awardee. I also agree to seek advising from my faculty advisor and the Provost's Office staff should I have any questions on what may or may not be ethical.

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

Name (please print): \_\_\_\_\_ Class Year: \_\_\_\_\_ Student ID #: \_\_\_\_\_