

Ethics and Confidentiality Agreement for Interns

Purpose

This agreement outlines shared expectations for ethical conduct, confidentiality, and professional responsibility for interns participating in programs that involve close collaboration with staff, community partners, and members of the public. The goal is to support meaningful learning experiences while honoring trust, care, and accountability in all relationships connected to this work.

By signing this agreement, interns affirm their commitment to ethical engagement, responsible handling of information, and respectful participation throughout the duration of their internship.

Guiding Principles

Interns are expected to approach their work with integrity and care, recognizing that ethical practice is foundational to learning, partnership, and public trust. This includes:

- Acting with honesty, respect, and accountability
 - Understanding that learning environments often involve sensitive information, power dynamics, and lived experiences
 - Recognizing that ethical responsibilities extend beyond formal rules to include judgment, discretion, and relational awareness
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Confidentiality

During the course of the internship, interns may encounter confidential, sensitive, or private information related to individuals, organizations, programs, or institutional operations.

Interns agree to:

- Treat all non-public information as confidential unless explicitly authorized otherwise
- Refrain from sharing identifiable or sensitive information in any form (verbal, written, digital, or visual) outside approved contexts
- Avoid discussing confidential matters in public or informal settings

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- Protect privacy in written work, presentations, reflections, and conversations

Confidential information includes, but is not limited to:

- Personal or identifying information about students, staff, faculty, or community members
- Internal documents, drafts, meeting notes, communications, or data
- Observations or stories shared in trust during meetings, workshops, or community engagement

Confidentiality obligations continue **after the internship ends**.

Responsible Use of Information and Materials

Interns agree to:

- Use data, documents, and materials only for purposes related to their internship responsibilities
- Store information securely and follow all applicable university and unit guidelines regarding data access and protection; confidential information should never be transferred via email
- Not copy, photograph, record, or retain materials without explicit permission
- Return or properly delete materials at the conclusion of the internship, as instructed

Any use of internship-related materials for academic, professional, or public purposes (e.g., portfolios, presentations, research, publications) must receive **prior written approval**.

Ethical Engagement and Professional Conduct

Interns are expected to:

- Conduct themselves with professionalism, humility, and care in all interactions
- Be attentive to power, positionality, and context when working with others

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- Seek guidance when unsure about ethical boundaries or appropriate actions
- Respect differences in identity, experience, perspective, and role
- Avoid conflicts of interest and disclose potential concerns promptly

Interns should understand that community-engaged and educational work often involves complexity; ethical practice includes asking questions, slowing down, and learning from feedback.

Reporting Concerns

If an intern encounters an ethical concern, confidentiality question, or situation that feels unclear or uncomfortable, they are encouraged to:

- Speak with their supervisor or designated program contact as early as possible
- Seek clarification rather than making assumptions
- Use university reporting channels if appropriate

Raising concerns in good faith will not result in retaliation.

Acknowledgment and Agreement

By signing below, I affirm that I have read and understand this Ethics and Confidentiality Agreement. I agree to uphold these expectations throughout my internship and understand that failure to do so may result in corrective action, including termination of the internship.

Intern Name: _____

Signature: _____

Date: _____

Supervisor / Program Representative: _____

Signature: _____

Date: _____

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