



INTERNSHIP CODE OF CONDUCT

As an intern you will be expected to act in a professional and ethical manner. Your conduct should make the employer want to host interns from this college in the future.

The following is expected of you as an intern representing the Craig School of Business:

- Remain drug and alcohol-free, and avoid the use of controlled substances
- Maintain confidentiality of work-related projects and personnel
- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it your best effort
- Changes in work schedule, supervision, or problems at your site must be reported to the Craig Internship Director
- If you feel victimized by a work-related incident, contact the Craig Internship Director immediately
- Dress appropriately for the work setting
- Follow through on commitments
- Do not conduct personal business during work hours (emails, cell phones, internet)
- Keep a positive attitude
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments
- Be observant – see how people organize their ideas and respond to situations
- Communicate – keep people informed in a useful and succinct way, listen, and ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance
- Accept constructive criticism and continuously strive to improve performance
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge

I agree to the above stated Craig Internship Code of Conduct and will make every effort to abide by it.

Signature _____ **Date** _____