

Winthrop University College of Business Administration
Live. Learn. Lead.

An academic internship is an opportunity to live, learn, and lead. As a business professional, the internship should be viewed from the standpoint of employment in terms of the level of commitment. This means that regardless of whether the internship is paid or unpaid the student will have the same regard for the experience because it is a “professional” position. Employment is considered a binding agreement between an employer and employee. Internships should be seen as a binding agreement also. Students will abide by company policies regarding appropriate dress, professional conduct, safety, customer service, and moral and ethical behavior. In addition students should display a professional work ethic which includes:

- Be on time and be prepared for all interviews. If you agree to an interview for a position, you are expected to follow through with the interview and be professionally dressed and prepared to answer questions. It is NOT appropriate to just miss an interview. If an emergency arises, call the interviewer, tell them what happened, and ask if it is possible to reschedule.
- Be courteous and thoughtful – Take nothing for granted and always show appreciation for any given opportunity. Send thank you notes after interviews, and at the beginning and end of the internship.
- Be at work as scheduled – Absentees should be avoided at all costs and reserved for “dire” emergencies only. You should notify your employer as soon as possible of any scheduling issues, preferably 24 hours in advance or according to the company’s policies. You do not miss work to handle course assignments. Other appointments should be scheduled around your work schedule.
- Be on time for work and meetings – Timeliness is critical to career success, lateness is not an option. You may even arrive early to show initiative.
- Meet deadlines – All work assignments should be completed on time regardless of how “mundane” they may appear (without exception).
- Seek clarification as needed – Always seek the appropriate supervisor when in doubt. Do not make any major decisions without first seeking advice. Do not complete a work assignment that you are unsure of. Ask for clarification.
- Dress to impress – Dress appropriately for the work environment. Most companies require business or business casual attire. If in doubt ask for information regarding the company dress policy, (no sneakers, T-shirts or spike heels with bare legs please)!
- Exhibit Emotional Intelligence at all times – Mind your manners and manage your emotions. Self control is the key; understand how you impact others and be aware of your non-verbal cues. Always seek to understand and then be understood (Steven Covey).
- Get your foot in the door – This is a perfect opportunity to land a full-time position or secure an outstanding reference; make good use of it.

By signing below you acknowledge that you have read and understand the professional conduct expectations outlined above. By signing you agree that if you violate any of the above guidelines you may no longer be eligible for assistance from the College of Business in securing an internship or future opportunities.

Student Signature

Printed Name

Date