



## **PROFESSIONAL GUIDELINES FOR INTERNS**

Congratulations on choosing to participate in the WCSU Internship Program (CED297). The latest research shows that students who complete any type of experiential learning (internship, practicum, field work, volunteerism, etc.,) make on average, \$3,000 more than students who do not complete an internship. In addition, those students are 95% more likely to be fully employed upon graduation. Therefore, the benefits of doing an internship will have many effects on your success as you progress in your chosen career.

The purpose of completing CED297 is to build the skills needed to be successful in the workforce and to understand what employers expect of the people they hire. It is my job as your internship advisor to help you increase your professionalism and become confident as you represent WCSU. Your readiness to enter your chosen field will be assessed/evaluated based on the following expectations:

### **PROFESSIONALISM MEANS:**

- Always acting in a professional and ethical manner
- Dressing appropriately
  - No ripped clothing
  - No baseball hats or caps
  - Shoes must be clean and stain free
  - No midriffs or cleavage showing
  - Wearing pants pulled up and not slouched
  - Coming to work freshly showered without wearing cologne, perfume, or strong scents
  - Hair is washed and groomed (men with long hair need to pull hair back and be freshly shaven)
- Follow through on commitments – if you are given a deadline (including school assignments) your employer expects you to adhere to them without excuses. It is your responsibility to make it work and ask questions if needed
- Do not conduct personal business while at work (you are there to work, not play on your phone, or computer – social media needs to be put away unless that is your job)
- Be on time – If you are meant to begin work at 9 a.m., that means be at your desk no later than 9 a.m., not 9:05 a.m.
- Give your work your best effort
- Be positive and supportive. No one likes a negative person who complains
- Keep an open mind
- Avoid jumping to conclusions before developing informed opinions
- Do not start or share gossip – this is the #1 thing that leads to a toxic work environment
- Gracefully accept constructive criticism: continuously strive to improve and grow professionally
- Seek feedback from a mentor or supervisor: accept suggestions for corrective changes without taking things personally

- Do not come to work under the influence: drinking, smoking marijuana, doing drugs are all unacceptable – you should never smell like you just smoked a joint or a cigarette
- Do not barge into anyone's office – always knock first and ask if the employer has a second to talk
- Always be respectful to others and do not resort to violence – leave all weapons at home at all times

**HOW TO SUCCEED AND LEAVE A GOOD IMPRESSION:**

- Be observant; note how employees organize their ideas and budget their time
- Always ask thoughtful questions
- Do not be afraid to ask for feedback when it is appropriate
- Seek out mentors with whom you can learn from
- Always ask people if they need any assistance with projects and always show that you are a team player
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers, clients, and customers
- Be tactful when asserting your ideas
- Understand when it is time to end a conversation and get back to work – do not linger, people are busy
- Enhance your professional effectiveness by improving skills and acquiring new knowledge

**YOUR CONDUCT SHOULD ENCOURAGE EMPLOYERS TO WANT TO HOST OTHER WCSU INTERNS IN THE FUTURE. PLEASE BE SURE THAT YOU:**

- Clearly identify start/end dates and determine your work schedule with your immediate supervisor
- Familiarize yourself with, and adhere to organizational arrangements, policies, procedures, and functions
- Always maintain confidentiality
- Understand what an appropriate work absence is, along with when, and who you would need to notify if you cannot make it to work
- Report to your faculty coordinator (internship director) changes to your work schedule as soon as possible – DO NOT WAIT TO THE END OF THE SEMESTER!
- Remain drug and alcohol-free, and avoid use of controlled substances before and during work
- Do not talk negatively about the school you attend or the students – this is grounds for termination – no exceptions