

Internship Site Behaviors

As an intern, it is important to remember that your behavior is a direct reflection of Carroll Community College. Follow the guidelines below to maintain professionalism at your internship site:

Behavior:

- Treat your internship as you would a paying job. Arrive a few minutes before you are scheduled to start
- Maintain a positive outlook and attitude
- Follow instructions and ask clarifying questions
- Avoid personal relationships
- Refrain from workplace gossip and foul language
- Complete tasks in a timely manner
- Do not use social media while at internship site
- Keep cell phone on silent and out of view
- Report any harassment that you experience or observe

Learning Opportunities:

- Research internship site before starting internship
- Take initiative when offered opportunities for learning
- Seek out opportunities for observation to further learning
- Be ready for and accepting of feedback
- Respond positively to critiques

Attendance:

- Always arrive on time
- Notify your Internship Site Supervisor immediately if you are going to be late
- In the case of an illness, make contact with Internship Site Supervisor
- Alert your supervisor ahead of time when you know you will be absent
- All email communication must be professional by using a greeting and signing your name

Dress:

- Maintain daily personal hygiene
- Always appear neat and tidy
- Dress appropriately for internship site
- Appearance should match that of co-workers