

WORKPLACE ETHICS/CODE OF CONDUCT FOR STUDENT INTERNS

HOW TO PREPARE/WHAT TO EXPECT

- Ask about the dress code of the workplace. Know what time and where you are expected to report.
- Make sure you have the time to drive to work during rush hour traffic. Don't show up late-especially the first day.
- Know what documents you need to bring with you. You may need your driver's license and social security card. You may start your first day in Human Resources completing the necessary paperwork for employment.
- You may take a drug screen or competency exams.
- Depending on the organization, you may have a desk, phone, computer, etc. for your use. Only use these for work.
- Asked to be introduced and shown around the facility. Familiarize yourself with your new surroundings, such as restrooms, copy and fax machines, and any meeting rooms you may need, etc.
- Some of the first projects you are assigned may be simple projects. Companies like to familiarize you with the company and see how you can perform to determine your ability for future projects.
- Don't be afraid to ask questions or ask for help if you need guidance, or you want someone to review your work to make you feel more confident about it. It is better to communicate to prevent problems from occurring. However, you may not want to ask for feedback on every issue, if you feel that you are taking a large amount of their time.
- Keep track of projects and meetings. Do not show up late or be unprepared for a meeting.
- There may be some "lull" times in your work schedule. Do not be afraid to ask for additional work, or try to come up with some projects of your own. Remember, if they are filing, then you may also be filing.

WHAT EMPLOYERS EXPECT FROM YOU AS AN INTERN/EMPLOYEE

They expect you to:

- Come to work every day, on time. **HAVE A POSITIVE ATTITUDE.**
- Make smart decisions. Follow directions.
- Concentrate on work and care about the quality of your work.
- Write and communicate well. Be cooperative.
- Recognize problems and find solutions. Finish the job.
- Be honest and dependable.
- Dress properly and practice good grooming.

WHAT IF I AM HAVING PROBLEMS WITH MY INTERNSHIP?

Occasionally, students have problems, such as lack of work, assignments not matching their major field of study, conflicts with other employees, etc.

- Try to work the problem out on your own first. We will provide guidance and recommend several courses of action.
- The CDC will not contact a company based on a conversation with a student unless the student agrees to this course of action. We can call to work through problems or talk with a supervisor.
- Do not let the problem continue until the end of your internship and just decide that you do not want to return to the company. Make every effort to resolve the problem from the beginning. There is likely a chain of command in the office. If you are having problems, follow the chain of command.

SEXUAL HARASSMENT

As an intern/employee with a company/organization, you are entitled to an environment free of harassment. If you are subjected to an environment that you feel is harmful, please contact us to discuss possible solutions. The discussion will be kept confidential, unless the student agrees to disclose the information to the employer, faculty, advisor, etc.

Sexual Harassment has been defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is a condition for employment, promotion, grades, or academic status;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual;
- such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance or creates an offensive, hostile, or intimidating working or learning environment.