

Internship Guidelines - Expectations for Student Interns

Following these guidelines will help assure that you will maximize your internship experience and serve as a positive representative of your academic program and of Towson University. Your readiness to enter your chosen field will be assessed/evaluated based on these expectations as demonstrated at your internship:

- Act in a professional and ethical manner. For example:
 - dress in an appropriate manner
 - follow through on commitments
 - do not conduct personal business during work hours
 - be prompt when reporting to work and with completing assignments
 - give your work your best effort
- Be positive and supportive
- Keep an open mind; avoid jumping to conclusions; develop informed opinions
- Be observant; note how employees organize their ideas and respond to and ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers and clients/customers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisor(s), accept suggestions for corrective changes in behavior and work to improve your performance
- Accept constructive criticism; continuously strive to improve and grow professionally
- Enhance your professional effectiveness by improving skills and acquiring new knowledge

Your conduct should make the employer want to host other Towson University students in the future. Be sure that you:

- Clearly identify start/end dates and determine your work schedule with your worksite supervisor
- Familiarize yourself with and adhere to organizational arrangements, policies, procedures and functions
- Maintain confidentiality of work-related personnel and projects
- Understand what constitutes a permissible work absence and whom to notify if absent
- Report to your faculty coordinator (if earning credit) changes in work schedule, supervision or problems at your site
- Remain drug and alcohol-free, and avoid use of controlled substances

If you feel victimized by a work-related incident, contact a staff member in the Career Center immediately.