



Expectations for Student Interns

1. Student interns are expected to complete the agreed upon hours and any assignment(s) required to participate in the Internship Program.
2. Be punctual. Notify the supervisor if unable to attend as planned.
3. Dress appropriately for the internship, since student interns will be working within a business environment. Appropriate dress will vary from organization to organization. Students should observe the dress of those in the office and if there are questions, ask the supervisor.
4. Adhere to the organization's policies, procedures, and rules governing professional behavior.
5. Follow all the organization's COVID policies and protocols.
6. Respond to e-mail and phone communication from your internship site supervisor, faculty supervisor and Career Services staff in a timely manner.
7. Complete all assignments, any additional responsibilities and professional development sessions required to be a part of this program.
8. Discuss any workplace problems with the supervisor and, if necessary, with the WVSU academic department or Career Services.
9. Respect the confidentiality of the workplace, its clients and its employees.
10. Complete the internship commitment.