



INTERNSHIP Do's and Don'ts

Do's



- Ask questions
- Ask for feedback
- Be open to new experiences
- Act professionally
- Be polite to everyone and have a positive attitude
- Maintain confidentiality of company information
- Be on time to work and meetings
- More than what is expected
- Have an understanding of the company and its core business
- Network and develop lasting relationships
- Set goals
- Have a good work ethic
- Think before you speak
- Respect the time of other people
- Follow dress code
- Be observant
- Communicate professionally
- Be willing to come early and stay late

Don'ts



- Burn bridges
- Gossip and participate in office politics
- Trash your employer
- Lose your temper or get into arguments
- Misuse company property for personal purposes
- Go to meetings unprepared
- Encourage your friends to visit during office hours
- Text and talk on cell phones
- Go to work hung over
- Surf the Web and FaceBook or Tweet during office hours
- Be a clock watcher
- Procrastinate
- Make excuses
- Complain
- Encourage office romances