

**College of Charleston  
School of Business and Economics  
Internship Program**

Expectations of Interns

- Weekly journals should be posted promptly – no later than the Monday following the end of the week worked. If there is a problem or will be a delay, inform the Project Supervisor immediately in order to prevent point deductions from your grade
- Professional conduct is expected from interns at all times
- In the event of a problem at the work place, students should first try to resolve the issue on their own. If the problem continues, students should inform the Project Supervisor or Internship Coordinator immediately. Any problems relating to safety should be reported to both the work supervisor and the Internship Coordinator immediately.
- Be punctual.
- Show initiative. Volunteer for assignments if your work is completed
- Ask questions
- Accept criticism as a way of learning and improving
- Be patient. Do not expect too much too soon
- Dress professionally. Proper dress may vary depending on the company so check with your supervisor ahead of time to find out the companies dress code
- Maintain communication with your supervisor (both host and project)

**\*\*\* Remember, you are representing yourself, The School of Business and Economics, as well as the College of Charleston \*\*\***