

Code of Conduct

Students are expected to behave in a professional and ethical manner during the entirety of the application and selection process, as well as during the course of the semester-long internship. This includes, but is not limited to:

During the application and selection process:

- Students must reply to emails sent by the Internships & Careers Officer.
- Students are strictly forbidden to directly contact the internship partners. All communication between the candidates and the internship partners must go through the Internships & Careers Officer.
- Students must be on time for interviews.
- If an internship partner offers a candidate an internship, the latter must accept or decline the offer in writing by sending an email to the Internships & Careers Officer within 24 hours.

During the internship

- Dress code: Maintain a neat appearance and dress appropriately.
- Follow through on commitments.
- Do not conduct personal business during work hours.
- Be on time for work.
- Respect deadlines.
- Turn in assignments on time.
- Be supportive and proactive.
- Be polite and cooperative.
- Seek to further your professional development by improving skills and acquiring new knowledge. Students should not be afraid to ask for additional work, or try to come up with some projects on their own.
- Half way through their internship, students must arrange a meeting with their internship advisor.
- Occasionally, students may encounter some problems or difficulties during their internship. We encourage our students to tackle the problem from the beginning and not leave it until the end of the internship. The Internships & Careers Officer and the Internship Advisors can provide students with guidance, but students should first try to solve the problem on their own.

After the internship

- Students must submit their log of hours worked to their internship advisor. The log must be signed by their internship supervisor.
- Students must write a 3000-word report on their internship experience.