

Professional Behavior Guidelines for Internships

We trust you will uphold the reputation of IE University and student body.

Please read and honor the following guidelines at all times:

01 - Be Punctual

Consistently being late creates a negative impression. Arrive on time. If you're going to be late for any reason, please let your supervisor know.

02 - Dress Appropriately

Remember this is a work setting. Follow the company's dress code, whether it's *business casual* or *formal*.

03 - Follow Workplace Etiquette

Avoid using your phone or headphones, keep personal distractions to a minimum, and be respectful to your colleagues.

04 - Communicate Correctly

Use professional language in emails, messages, and conversations. Keep responses timely and respectful.

05 - Be Reliable and Positive

Complete tasks by their deadlines, stay engaged, be eager to learn, and maintain enthusiasm, even when tasks seem small or routine.

06 - Show Initiative

Don't wait to be assigned tasks; ask how you can help and look for ways to contribute.

07 - Be Open to Feedback

Accept constructive criticism with a positive attitude and use it as an opportunity to learn and improve.

08 - Respect Confidentiality

Keep sensitive company information private and do not share workplace details outside the organization.

09 - Ask Questions, but Be Resourceful

Research or troubleshoot before asking for help. Seeking guidance is great, but be sensible and rational about tasks.

10 - Network and Build Relationships

Introduce yourself, interact with coworkers, and take advantage of opportunities to learn from experienced professionals.