

Standards of Professional Conduct for Wheaton Academy Interns

BEFORE THE INTERNSHIP BEGINS:

- Interns will need to contact their host and make an appointment (if possible) to meet him/her and visit the location sometime before the internship begins. Interns outside the area likewise should contact their hosts via phone or email in order to settle all necessary questions. Be sure to:
 - Introduce yourself
 - Get acquainted with the location
 - Determine the host's expectations of you
 - Confirm your work hours
 - Learn where you should park and understand the appropriate dress for the position

DURING THE INTERNSHIP EXPERIENCE:

- Ask your hosts what days and times are convenient for them. Then, be there and be on time.
- Tardies or detentions do not exist in the real world. Employers simply expect you to be prompt and responsible. Be on time according to your listed hours. Call your supervisor if you are ill or anticipate being late.
- Carefully listen to and follow the instructions of your supervisor. Attention to detail is essential to being successful.
- Cooperate with your co-workers and others with whom you come in contact. Remember, you are the guest. You can learn by listening and watching as well as by doing.
- Wear appropriate clothing for where you are placed. Dress similarly to those with whom you are working. Almost every job comes with some form of dress code.
- Eat lunch on your own time, not on company time. Find out where and when you should plan to eat.
- Be available and willing to work. Ask how you can help and then do the job completely. Never leave a mess for someone else to clean up. Be proactive, not reactive.
- Do not be afraid to ask questions. That is how you will learn.
- Represent yourself, Wheaton Academy, and the Lord in the best possible manner.
 - The apostle Paul tells the Colossians, "Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23).
 - Be consistent with our school standards for conduct.
 - Remember that your opportunity to do the internship is a result of the credibility of the program that has been developed over the years. Your effort, attitude, and actions affect future opportunities for our interns and the company's opinion of Wheaton Academy.

CONTRACT:

I read and understand the expectations and professional conduct required of Winterim interns. I understand that failure to complete these tasks or abide by these policies will result in immediate removal from my internship. I will need to then complete my Winterim credit during summer school.

PRINTED NAME: _____ SIGNATURE: _____ DATE: _____

Questions? Contact Erin Carwell: ecarwell@wheatonacademy.org 630-562-7528