CODE OF CONDUCT FOR UB SCHOOL OF MANAGEMENT INTERNS

During your internship, you are expected and required to comply with the following points below. Departure from these expectations will result in serious consequences as determined by our staff and the university legal department.

- Demonstrate respect, dependability and cooperation with your supervisor and co-workers.
- Ask questions to resolve any confusion regarding your internship responsibilities.
- Maintain a strictly professional relationship with your supervisor and co-workers.
- Refrain from using profane or inappropriate language on-site and while engaged in any off-site activities related to your internship, including interactions with supervisors, co-workers and interns.
- Refrain from the consumption of alcohol or drugs while engaged in activities related to your internship, including off-site meetings or gatherings with supervisors, co-workers and interns.
- Adhere to all organizational policies of the internship employer.
- Adhere to the UB Student Code of Conduct (even if the internship takes place off campus).
- Strive to understand what constitutes a permissible work absence and who to notify if absent.
- Report changes in schedule, supervision or problems with your internship or personal issues interfering with your ability to complete the internship to the IEL director.
- Dress appropriately for the work place as defined by the employer’s dress code.