

Professionalism

You are representing the Department of Communications and Agricultural Education, the College of Agriculture, Kansas State University, and most importantly, yourself during your internship. Please represent all of these entities with the utmost pride and professionalism.

Your time at your internship will be spent applying and developing skills and abilities relative to your degree and career plans. This is your internship and your chance to shine for a potential employer.

You will be on time for work, dress appropriately, and contact both the employer and internship coordinator when problems arise.

Before you begin, please adhere to this job checklist:

- Check any police reports for previous offenses
- Google yourself
- Check your Facebook/Twitter site for any comments or pictures that could harm you
- Order a free credit report
- Make sure your outgoing message on your voicemail sounds professional
- Use your K-State e-mail for professional correspondence
- Be aware that some employers will require a drug test
- Be aware that internet information is cached and can be found even after you have removed it