Agricultural Communication Internship 
Professionalism Agreement

As an agricultural communication intern, you are representing the agricultural communication major, the Department of Agricultural Communication, Education, and Leadership, the College of Food, Agricultural, and Environmental Sciences and The Ohio State University.

Please represent these entities with the utmost pride and professionalism during your internship. Your time at your internship will be spent applying and developing skills and abilities relative to your degree and career plan. This is your internship and opportunity to gain experience for yourself and future employers.

Please indicate your agreeance to the following by initialing each line and signing at the bottom of the form. If it is brought to the coordinators attention you are violating these agreements, you may receive an Unsatisfactory for your internship.

___________ 1. I will be on time for work at my internship.

___________ 2. I will consult my supervisor to determine appropriate dress for the company and will dress accordingly. Short skirts, low cut tops and ill-fitting clothing are never appropriate.

___________ 3. I will abide by the rules of the workplace that my supervisor describes.

___________ 4. If a problem arises, I will first try to work with my supervisor to achieve a resolution. If the issue cannot be resolved, I will contact my internship advisor.

___________ 5. I will use my Ohio State email for professional correspondence unless given an email through the company.

___________ 6. I will ensure that all comments and photos on my social media accounts are in good taste.

___________ 7. I will make sure the outgoing message and call back music on my cell phone is professional.

___________ 8. I am aware some employers may require a drug test.

___________ 9. I will never go to my internship under the influence of any substance. (i.e. alcohol or drugs, or hung-over)

___________ 10. I will not speak ill of my employer, the company or my internship experience on social media, nor will I share any private company information.

___________ 11. I will attend work consistently.

___________ 12. I will not terminate my employment before my agreed end date, even if I have met my needed hours for course credit.

__________________________________________
Signature                                           Date