



## **Business Etiquette for the Intern – How to Leave Them in AWE of You!**

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship.” *Romans 12:1*

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord you are serving.” *Colossians 3:23-24*

Dear Student –

You are about to embark on a fabulous opportunity that is rare for a high school student – a week-long internship of your choice! There are a few things to remember before you go out as a representative of CCS. You will want to leave your place of internship in AWE of you! 😊

A – Attitude

W – Work Ethic

E – Etiquette

### **I. Attitude**

In an informal survey of four businessmen they found that 80% of success in the workplace is due to having the right attitude. What does that look like? Colossians 3:23-24 tells us to work at what we do with all our heart as working for the Lord. It means possessing a Christ-like mindset at all times.

- A. **Humility** – you are the servant your boss in the authority. Do not display an attitude of entitlement. DO not as to receive special treatment. Be willing to accept and do whatever they ask.
- B. **Teachable** – present yourself as a student, ready to learn. Act interested in all aspects of the internship! Listen and gain knowledge from each person in the workplace. Ask questions with a respectful attitude.
- C. **Testimony** – think about your Christian testimony at all times. You can be sure they are watching you carefully.

### **II. Work Ethic**

Many would say that Americans have lost their good work ethic. I has been said, “There’s a reason it’s called work!” As a CCS student and as a Christian, let the world see that a good work ethic is true of you.

- A. **Work Hard** – do all your tasks right the first time! That means perform each task to the BEST of your ability.
- B. **Do More** – if you find you down time, ask your supervisor if he/she has another task for you to do. If he/she can't think of anything, you can always offer to clean something! ☺
- C. **Timeliness** – being on time and staying until the job is finished is a critical component of being an excellent intern. Those four businessmen previously mentioned said they would rather have someone with less skills and training who is responsible than someone who is gifted and well educated but can't get to work on time!
- D. **Put away the Electronics** – do not use your cell phone or iPad2 unless you have permission from the supervisor. At a minimum you should only pull them out for specific reasons – and that does not mean playing on the internet or checking your email/texts.

### III. Etiquette

Remember, we want to leave our supervisors in AWE, so we need to use good manners. Good manners extend to several areas:

- A. **Dress Code** – find out ahead of time the standard dress code for your workplace and DO NOT DEVIATE. It is an insult to other employees if you do not follow this rule, If in doubt, dress UP a notch.
- B. **Be Polite, Courteous, and Kind** – do this just like your momma taught you! Open doors for others say thank you, respond with Yes, Ma'am and No, Sir (unless they explicitly tell you not to). Your words are a testimony of your faith.
- C. **DO NOT COMPLAIN** – see Philippians 2:14 ☺
- D. **Your Countenance** – your employer or fellow worker might be having a bad day, but do not have the luxury of this. Put on a cheerful countenance.
- E. **Clean Up After Yourself**
- F. **Do Not Raise Your Voice** – it is a place of business. Use discretion in all speech!

By following these simple guidelines, you will have an incredibly powerful internship – because you are there representing Christ! And, as a result, your hosts will be in AWE of you!