



# *Reaching Toward the Future Internship Program*

## Intern Expectations

The AACUC *Reaching Toward the Future* Interns are held to a high standard of excellence and conduct. Our program promotes the Credit Union philosophy of *People Helping People*, that includes volunteering through outreach within your community. To ensure that you have an extraordinary experience during your Internship, you must be willing to do the following:

1. **Be Coachable.** Interns are in a unique position to learn and be mentored. Internship Committee Members, participating Credit Unions and Vendors are vested in your success. Be open to new ideas and feedback.
2. **Be Prompt and On Time.** Arrive to work and meetings on time or a few minutes before, so that you are not rushed. Make your best effort when completing work tasks and perform them on time. Your work is a reflection of you and the AACUC.
3. **Dress Professionally.** Your personal grooming is critical to your success. Wear appropriate clothing to work. Always be neat, clean and pressed. No extreme hair styles, clothing, shoes, jewelry, nails or tattoos or pierced body parts.
4. **Be Positive and Upbeat.** Maintain a positive and enthusiastic attitude.
5. **Pay Attention to Details.** Make sure that all written correspondence (emails, letters, assignments, and applications) are free of grammatical and spelling errors. Proof read all of your written work.
6. **Treat People With Respect.** Treat all people you come in contact with dignity and respect. You never know who will know your next boss or be responsible for putting in a good word for you in the future.
7. **Be Grateful.** Understand that the *Reaching Toward the Future Internship Program* is a designed to expose you to the mission of the AACUC and the Credit Union Movement's philosophy and provide you with exposure to high profile leaders in the industry. Your participation in the program places you in a select group of college students who have benefited from this opportunity.

I have read the *Reaching Toward the Future Internship Program* Expectations and agree to implement them as guidelines during my participation in the program.

\_\_\_\_\_  
Signature

Date\_\_\_\_\_

Print Name \_\_\_\_\_