As a Semester in Los Angeles intern representing The University of Texas at Austin you are expected to conduct yourself in a professional manner, just as if you were an actual employee of the organization for which you are interning, with all rights and responsibilities.

To assist you in understanding your rights and responsibilities as an intern, we have attached the following documents:

- **Part I:** Basics of Professional Conduct - Understanding Your Organization's Culture
- **Part II:** Guidelines for Workplace Attire
- **Part III:** UT Policy on Sexual Misconduct and Sexual Harassment

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**Part I: Basics of Professional Conduct ~ Understand Your Organization’s Culture ~**

Every company has a unique personality, which is its “culture,” also known as “around-here-isms.” You’ll hear them every day: “Around here we don’t do things like that,” “Around here we like to see people working hard,” “Around here, people show up early,” and so on. These rules and norms, many of which are unspoken and informal, will shape every thing you do in an organization from how you work with people to what you wear to work. Culture defines “how” you do “what” you were hired to do. Whether you realized it or not, when you accepted the internship, you bought into a way of life as well as a set of responsibilities and tasks. How well you come to understand this way of life will have a major impact on your success.

There are two basic rules you have to remember about culture. First, organizations want interns and employees who “fit” their culture and enthusiastically embrace it. That’s not to say that every worker should be a clone, but each organization limits the amount of individuality it allows an employee. Second, you aren’t allowed to deviate from the culture until you are accepted as part of the “team” and have a track record of proven performance. That usually will not happen during a short internship period, so focus on “fitting in.” If you don’t take time to understand the culture, you are almost assured of making many uncomfortable and embarrassing mistakes that will hurt your chances for success. For example, consider one intern who was quick to criticize a project only to find out that it was originally started by one of his senior managers who still believed in it. Another intern didn’t attend safety meetings and continued to violate safety rules, not realizing that safety in the workplace was a very important value to the company. Another didn’t understand company protocol that said never discuss an issue with the boss’s boss without first informing the boss.

Here are some critical elements of culture to which you should pay attention:

- Mission of the organization.
- Guiding philosophies.
- Basic values and norms.
- Behavioral expectations.
- Work ethic.
- What gets rewarded.
- Social norms.
- Management philosophies.
You learn the company’s culture by observing it. It’s rarely written down, and most people can’t explain it to you directly, but every employee lives it every day. Pay attention to “the way things are done around here.” Watch your colleagues; pay attention to the things they spend their time on. Learn the norms and values of the organization by watching others’ behavior. Pay attention to the political climate and how people communicate and work together.

Take time to learn your company’s culture before getting too adventurous, and remember, you can’t change the culture until you are part of it.

Ed Holton. Spring 1999 Journal of Career Planning & Employment (Vol. 59, Number 3)

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WHAT IS PROPER ATTIRE?
How to Dress During Your Internship

What should you wear to your internship? What do “business attire”, “business casual”, and “casual” really mean? Unfortunately, there are no universally accepted definitions for proper attire. In fact, the definitions vary by workplace.

Since the clothing you wear during your internship should be consistent with the culture of the company for which you will be interning, the only way to be certain of what you should wear is to ask your supervisor –

"How should I dress during my internship?"

Conventional wisdom says that you should always dress at least to the level of your supervisor. If you are uncertain what to wear, it is better to be more formally dressed than less so. Think about it – if you are dressed in business attire and you only need business casual, you can remove your tie, loosen your collar, or take off your jacket to become more casual. Women may also remove a jacket or hosiery in order to make an outfit more casual. On the other hand, it is difficulty to “dress up” jeans and a t-shirt if you show up underdressed in a business casual or business workplace.

Following are some general guidelines for casual, business casual, and business attire. Remember, these are only guidelines – always ask your supervisor for the guideline specific to the organization where you will be interning.

**Casual**

T-Shirt & jeans or other purely casual attire is widely accepted in many work environments, however please keep in mind that there are limits to acceptability. Use your common sense when judging what should and should not be worn; if in doubt, trust your instincts. If jeans or shorts and a t-shirt or polo-shirt are the attire in your workplace, make certain your clothes are clean, gently worn (no holes!), and presentable. Don’t wear t-shirts with slogans or photos that might be offensive! Think before you dress!

**Business Casual**

"Business casual" is a phrase that is used quite liberally throughout the country. The trend began during the 1990's when corporate America came to a collective understanding that employees don't necessarily work better when they are dressed up. In fact, some companies found that comfortable clothing actually increased productivity. In general, business casual attire means you are still dressed professionally, but you not necessarily wearing a suit and tie (guys) or a suit and hose (ladies).
For Men
Business casual usually means a button down-shirt, sweater, or polo/golf shirt, with chinos, khakis, wool slacks, and (sometimes) a blazer or jacket. Loafers and other casual leather shoes are most appropriate.

For Women
Business casual usually means an appropriate blouse (silks, polyester, or rayon), button down shirt, sweater, or polo/golf shirt, with nice slacks or a skirt (wool, khaki, linen or other cotton). A blazer or pants suit is also acceptable. Larger pieces of jewelry are acceptable for nice casual. Flats or small heels are most appropriate. Hose are optional.

Business

For Men
Traditional business attire typically means a two-piece suit and a long-sleeved, pressed dress shirt. Ties should be silk and coordinate well with the suit. Leather-soled dress shoes should match well with your suit. In general - the darker the suit, the more conservative the look.

For Women
Traditional business attire is a suit or dress that is cut to the knee or below. Thigh-high skirt lengths of the MTV genre might work for Saturday nights, but they are not appropriate as business attire! Avoid wearing jewelry and makeup that are showy or distracting. It is also wise to avoid excessively long fingernails - they, too, are distracting. If you wear nail polish, make sure it's a subtle color and neatly done.

For Everyone
Avoid wearing too much cologne or perfume. Your hair should be clean and well-groomed. Shoes should be polished and coordinate with your suit or dress.
I. Policy Statement

It is the policy of The University of Texas at Austin to provide an educational and working environment for its students, faculty and staff that is free from sexual misconduct and sexual harassment. The University encourages students, staff and faculty to report sexual misconduct or sexual harassment by members of The University community, visitors to the campus or those who have business, professional or educational relationships with The University.

II. Scope

This policy applies to the conduct of all students and employees of The University of Texas at Austin.

III. Definitions

A. Sexual Misconduct

Sexual misconduct is behavior of a sexual nature that is unprofessional and/or inappropriate for the workplace or classroom but that does not meet the definition of sexual harassment. The purpose of prohibiting sexual misconduct is to discourage and, if necessary, take disciplinary action for inappropriate or unprofessional activity of a sexual nature in the workplace or classroom, even if that conduct appears to be welcomed and is not so serious or pervasive that it meets the definition of sexual harassment.

Examples of behavior that could constitute sexual misconduct include but are not limited to:

• Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected to by those present; and

• Gratuitous use of sexually oriented materials not related to the subject matter of a class, course or meeting even if not objected to by those present.

B. Sexual Harassment

Sexual harassment is a form of illegal gender discrimination that involves the imposition of an unwanted condition or requirement on the continued employment or education of the victim. Two forms of harassment are recognized:

1. Quid pro quo harassment involves unwelcome sexual advances and/or requests for sexual favors, whether implicit or explicit, that are made a condition of continued employment or education. Only persons with the power to confer or withhold an employment or educational benefit, such as persons responsible for the direct supervision of employees or students, can engage in quid pro quo harassment.

2. Hostile environment harassment usually involves persistent, pervasive unwelcome conduct of sexual nature that:
   a. Has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student; or
   b. Creates an intimidating, hostile or offensive employment or educational environment.

Examples of conduct that might create a hostile environment, depending on the severity and frequency, include but are not limited to:
• Intentional touching of intimate body areas;
• Explicit or implicit propositions to engage in sexual activity;
• Gratuitous comments of a sexual nature such as explicit statements, questions, jokes or anecdotes;
• Remarks of a sexual nature about a person's clothing or body;
• Remarks about sexual activities or speculation about sexual experiences;
• Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
• Deliberate physical interference with or restriction of an individual's movements;
• Persistent, unwanted sexual/romantic attention;
• Subtle or overt pressure for sexual favors; and
• Deliberate, repeated gender-based humiliation or intimidation.

c. When deciding whether conduct unreasonably interferes with an individual's performance or creates an intimidating or hostile environment, The University will consider the totality of circumstances including the context of the conduct, its severity, frequency, and whether it was physically threatening and humiliating, or a mere offensive utterance. A single, isolated incident of such conduct, if sufficiently severe, can constitute environmental harassment under this policy.

IV. General Procedures

A. Reporting

Any member of The University community who believes that he or she has been subjected to sexual misconduct or sexual harassment is encouraged to report it to any University official or supervisor. No employee or student is ever required to report or make a complaint of sexual misconduct or sexual harassment to the person who is the subject of the complaint.

Consulting and Reporting Locations: Students - Any student who believes that he or she may have been subjected to sexual misconduct or sexual harassment by a member of the faculty or staff of The University, fellow student or visitor to The University campus is encouraged to consult with or report such conduct immediately to any of the following persons or offices:

a. Dr. Sherri Sanders, Associate Dean of Students Student Services Building, Room 4.104 471-9700 OR 471-1201 e-mail: sl.sanders@mail.utexas.edu;

b. Any Dean, Associate and Assistant Dean, or Department Chair;

c. Ms. Susan Bradshaw, Associate Vice President for Administration and Legal Affairs, Main Building, Room 206 475-7715 e-mail: sbradshaw@mail.utexas.edu; or

d. Ms. Linda Millstone, Director, Equal Opportunity Services Flawn Academic Center, Room 206 471-1849 e-mail: lmillstone@mail.utexas.edu

To insure that situations that may involve sexual misconduct or sexual harassment are handled appropriately, deans or department chairs will immediately notify Dr. Sherri Sanders, Associate Dean of Students of a request for advice or a report and arrange for a meeting between the student and Dr. Sanders. Faculty members or academic advisors who receive reports of sexual misconduct or sexual harassment are encouraged to inform appropriate officials of such reports. Complaints or allegations of student to student sexual harassment or misconduct will be referred to the Student Judicial Services area of the Dean of Students Office for handling pursuant to the applicable section of The University's Student Code of Conduct.

For more information concerning options and procedures for resolving student complaints of sexual misconduct or sexual harassment see: www.utexas.edu/depts/dos/sh/index.html
B. Complaint Options

1. Consultation

Employees or students may choose to confer or consult with Ms. Millstone or Dr. Sanders in order to simply discuss their situations and obtain information about sexual misconduct and sexual harassment and the options available for bringing complaints. Such a consultation will also allow them to become aware of other, relevant University services that are available to them. If the employee or student does not wish to make a complaint, no action will be taken by the University unless it decides that the described conduct is severe, or part of a pattern of persistent misconduct that requires investigation. A record will be kept of the consultation and, to the extent legally possible, that record will remain confidential.

2. Informal Complaint

a. Definition and Initiation

An informal complaint is one that will not result in any disciplinary action being imposed on the alleged offender. It is an appropriate form of resolution when the conduct complained of is not serious or severe; and/or when the student or employee making the complaint wishes to resolve it without a formal investigation. An informal complaint is initiated when an employee or student informs the Director of Equal Opportunity Services or the Associate Dean of Students of the offensive conduct, and of his or her desire to handle the matter informally.

b. Complaint Resolution

1. Methods for resolving informal complaints can include, but are not limited to:
   • Mediation of the complaint between the complainant and the offender;
   • Modification of the situation in which the offending conduct occurred;
   • A documented meeting between a University official and an alleged offender that, at a minimum, involves a discussion of The University's sexual misconduct and sexual harassment policy requirements.

2. Time - The University shall act promptly on informal complaints. They shall be resolved as soon as practicable or within 45 days of their initiation unless unusual circumstances require more time.

c. Documentation and Confidentiality

The University shall document the informal complaint and its resolution. Such documentation shall be retained by the Director of Equal Opportunity Services or the Dean of Students Office as appropriate. The University, to the extent allowed by law, will maintain the confidentiality of the complaint. It will also attempt to maintain the confidentiality of the complainant during the informal resolution process. However, the identity of the complainant may become apparent, or disclosure necessary, as a result of the actions taken to resolve the complaint.

3. Formal Complaints

a. Definition and Initiation

A formal complaint is one that involves an official investigation and the possibility of the imposition of disciplinary action on the offender. A formal complaint is appropriate when the behavior complained of is serious and/or is a part of a pattern of such behavior. A formal complaint is initiated when the complainant submits a written and signed statement describing the offensive conduct in detail to any head of an administrative unit, University official, the Dean of Students Office, or to the Director of the Office of Equal Opportunity Services. The University may also initiate an official investigation of a complaint in situations it deems require formal resolution.

b. Formal Complaint Resolution

1. Investigation - The resolution of formal complaints involves an official investigation made under the direction of the appropriate University official, who will determine whether the University's policy has been violated and what disciplinary action, if any, is appropriate.
Complaints brought by employees about supervisors or other employees will be investigated by the Director of Equal Opportunity Services. Complaints brought by students about teachers or academic advisors will be investigated under the direction of the Office of the Executive Vice President and Provost. Complaints by students about other students will be investigated under the direction of the Dean of Students. The alleged offender is given a copy of the complaint as a part of the investigation and is provided with an opportunity to respond to it within ten working days unless unusual circumstances require more time. Both the complainant and the accused will be interviewed as a part of the official investigation as will any witnesses or persons who have information related to the complaint.

2. Possible resolutions of formal complaints include but are not limited to:
   • A finding that that University's policy concerning sexual misconduct and sexual harassment was not violated and dismissal of the charge;
   • A finding that the University's Sexual Misconduct and Sexual Harassment Policy has been violated, leading to imposition of a disciplinary action as determined by the appropriate University official. Disciplinary actions for employees can include oral reprimands, written reprimands, suspension without pay, and termination. For students, disciplinary actions can include admonitions, probation, bars on issuance of transcripts, grades, diplomas or readmission or any of the penalties set out in Sect. 11-502 of the Institutional Rules on Student Services and Activities.

3. Time - The University shall act promptly to investigate complaints. A written report of the investigation shall be provided to the appropriate executive officers within 60 days, unless unusual circumstances require more time. The decision of the appropriate executive officers concerning whether there is a violation of University policy, and if so, the appropriate disciplinary action, shall be made within 30 days of the receipt of the investigation report.

c. Disciplinary Actions
   Disciplinary actions may be appealed or grieved by the employee or student who is disciplined. Such appeals or grievances shall be brought pursuant to existing University policies and procedures. Complainants may be required to appear and testify at hearings that may be a part of any such appeal or grievance procedure.

d. Confidentiality
   The University, to the greatest extent possible, will attempt to maintain the confidentiality of the complainant. However, the investigation of a formal complaint will necessarily involve the disclosure of the identity of the complainant and accused to those who are involved in the investigation. Documents related to the investigation and its outcome will be kept confidential to the extent permitted by law.

V. Retaliation Prohibited

Retaliation against a student or employee for bringing a complaint of sexual misconduct or sexual harassment is prohibited. Any employee or student who does so is in violation of this policy and may be subject to disciplinary action.

VI. Effect of Bringing a Complaint

The filing of a sexual misconduct, sexual harassment or retaliation complaint will not stop or delay any evaluation or disciplinary action related to a complaining employee or student who is not performing up to acceptable standards or who has violated University rules or policies.
VII. Consensual Relationships

In addition to complying with the above policy dealing with sexual harassment and sexual misconduct, students and faculty members should conduct themselves in an appropriate manner and should avoid compromising situations involving any romantic or sexual relationship between a faculty member and a student who is enrolled in a course taught by the faculty member or who is otherwise under the supervision of the faculty member.

This policy is not intended, in any way, to discourage the interaction of faculty and students where harassment or a conflict of interest is not a factor; however, the policy is intended to clarify that it is inappropriate for a faculty member to form romantic or sexual relationships with students working under the faculty member's direct supervision.

*From The University of Texas at Austin Policy Memorandum 4.110 Office of the President April 15, 1999*

[http://www.utexas.edu/hr/eos/sh_policy.html](http://www.utexas.edu/hr/eos/sh_policy.html)