

IADC Student Chapter Guidelines on Professionalism



Through IADC's Student Chapter Program, students have opportunities to interact with industry professionals and potential future employers. Students must be aware of and manage the boundary between being a student and a working professional. Every interaction contributes to a person's reputation and personal brand. As such, IADC expects students to act with the highest standards of integrity, good judgment, timeliness, and honesty.

Respect

Showing respect for others professionally involves understanding boundaries, using appropriate language, and being considerate of the opinions of others. It means being friendly, polite and well mannered.

Neat & Professional Appearance

An individual's attire and overall appearance communicates a lot about his or her level of professionalism. Students are expected to maintain a neat and clean appearance and follow attire guidelines and standards for any given event or occasion. Refrain from wearing tight, revealing clothing or items not seen in a typical office environment.

Common Courtesy

Common courtesies of professionalism include greeting others with a handshake, using professional titles and appropriate writing styles in correspondence, and using niceties such as "please" and "thank you" when making requests. Refrain from foul or inappropriate language as well as rude or insensitive jokes.

Positive Attitude

A professional attitude is a positive one, and includes using positive language, refraining from criticizing others, repeating gossip, or complaining. It is important to communicate in a professional manner at all times.

Alcohol Consumption

Students who are of age and choose to consume alcoholic beverages at IADC functions are expected to behave appropriately and professionally in accordance with usual business standards. Students are ultimately responsible for choices and behavior.

Any behavior contradictory to these guidelines will be addressed by IADC senior management, as deemed necessary.