**Internship for B.Sc. in Civil Engineering Program**
**Daffodil International University**
**Code of Conduct for Students**

**General Instructions:**

Students must-

* Arrive on time for all scheduled activities.
* Attend all sessions and field visits.
* Absences must be reported in advance with a valid reason.
* Wear appropriate attire for both the corporate office and construction sites.
* Carry their university ID and any identification the developer company provides at all times.
* Maintain professional communication with company staff, instructors, and peers.

**During Classes**:

Students must-

* Actively participate in all classes and discussions.
* Take detailed notes during lectures and presentations.
* Feel free to ask questions to clarify doubts and gain a deeper understanding of the topics.

**During Field Visits**:

Students must-

* Always follow safety protocols and guidelines the site supervisors provide.
* Stay with their assigned group at all times.
* Not wander off alone.
* Take pictures as required for their report but ensure it does not interfere with their activities or compromise safety.
* Take notes on on-site observations, including construction methods, materials used, and safety practices.

**Report Submission**:

The report should include:

* A diary summarizing the training experience.
* Detailed sections on the knowledge gained from classes and field visits.
* Personal reflections and observations.
* Pictures with appropriate captions.

Students should note that:

* Follow the report template.
* Ensure it is well-organized and professionally presented.
* Cite any external references or resources used in their report.
* Submit their report by the specified deadline.
* Submissions must be accepted on time.

**Conduct**:
Exhibit professional behavior and respect towards company staff, instructors, and peers.
Collaborate effectively with their group members. Support and learn from each other.
Respect company property and follow all company rules and regulations.

**Emergency Procedures**:

Keep emergency contact numbers handy. Familiarize themselves with the location of first aid kits and emergency exits. Report any accidents or incidents immediately to the site supervisor or training coordinator. These instructions will help ensure a productive and safe training experience. If they have any questions or need further clarification, please contact their instructors or training coordinators.