

INTERNSHIP STUDENT CHECKLIST

Source: Tigard-Tualatin School District

This checklist is to be completed by the student and returned to the School Supervisor.

Student Name _____ School Contact _____

Company _____ Telephone No. _____

Business Contact _____ Title _____

Street Address _____

City, State, ZIP _____

Internship Dates _____ Internship Times _____

BEFORE INTERNSHIP

| | Date Completed | Initials |
|---|----------------|----------|
| _____ Review Internship Student Guide | _____ | _____ |
| _____ Consult school coordinator/teacher for help in arranging the internships | _____ | _____ |
| _____ Return parental permission form to school staff | _____ | _____ |
| _____ If necessary, contact all your teachers | _____ | _____ |
| _____ Return Absentee Report form to school staff | _____ | _____ |
| _____ Update resume and letter of introduction | _____ | _____ |
| _____ Arrange for formal interview | _____ | _____ |
| _____ Have interview with work site supervisor | _____ | _____ |
| _____ Review all guidelines with school staff | _____ | _____ |
| _____ Confirm with supervisor internship location, hours, dress code, etc. | _____ | _____ |

DURING INTERNSHIP

- _____ Dress in appropriate attire for the work site
- _____ Arrive 10-15 minutes early. If you are sick or will be late, call your work site supervisor
- _____ With you work site supervisor and/or school staff, complete the training agreement and learning objectives
- _____ Perform duties outlined by work site supervisor and training agreement
- _____ When scheduled to work, call your work site supervisor if you are going to be late or absent
- _____ Complete necessary time sheets for reporting schedule and job tasks
- _____ Be polite and make a good impression for yourself and your school
- _____ Participate in work site training sessions and activities if appropriate
- _____ Notify school staff if you have problems at the work site
- _____ Review your evaluation with your work site supervisor

WITHIN ONE WEEK AFTER INTERNSHIP

- _____ Write the business contact person a thank you letter _____
- _____ Complete an evaluation of your experience _____
- _____ Write a reflection paper on this experience and hand in to
the classroom instructor upon completion of the internship _____