

Orientation to Internship Site and Goal Setting

Intern _____

Date _____

Internship Site _____

Site Mentor _____

Please provide your intern with information about the following points during your orientation process. Check each item as it is completed. It is understood the intern will not receive the benefits of a regular employee, but it is important to the learning process to know the key policies of an organization. The intern is to return this completed form to the Internship Coordinator.

_____ Provide the student with brochures or printed materials related to your organization

_____ Explain the organization's history

_____ Describe the organization's product and/or services

_____ Discuss the company's policies and procedures regarding the following:

_____ hours of operation

_____ lunch provisions

_____ overtime policy

_____ arrival procedures

_____ absence policy

_____ departure procedures

_____ pay periods

_____ smoking policy

_____ vacation policy

_____ breaks

_____ holiday policy

_____ food and drink in the work area

_____ appropriate dress and grooming

_____ land line and cell phone use policy

_____ safety

_____ internet policy use

_____ parking

_____ confidentiality

_____ Introduce co-workers

_____ Explain job responsibilities of co-workers

_____ Show intern his/her work station

_____ Describe intern's responsibilities

_____ Explain the importance of the intern's responsibilities to the organization

_____ Formulate 3-5 goals (what the intern will learn or experience during the internship) to be evaluated in the course of the internship experience. Specify the strategies (activities that will facilitate acquisition of the goal) and the criteria (method of demonstration) for evaluating the accomplishment of the goal.

Goal 1 _____

Activities _____

Demonstration _____

Goal 2 _____

Activities _____

Demonstration _____

Goal 3 _____

Activities _____

Demonstration _____

Goal 4 _____

Activities _____

Demonstration _____

Goal 5 _____

Activities _____

Demonstration _____

Intern Signature

Date _____

Internship Mentor's Signature

Date _____

Internship Administrator/Assistant Signature

Date _____