

Checklist for the Intern's First Day

On-Site Orientation

CCC recommends that all internship organization sites conduct an on-site orientation. This is an opportunity to provide information and instruction to the student(s). It is important that students become familiar with your organization and staff, understand their responsibilities, learn about organization policies, and attend any necessary training. The more information that you can cover during the on-site orientation, the more prepared student(s) will be to work at your organization. Please encourage students to ask questions and give them feedback about appropriate behavior at your organization.

The following are some suggestions for what you may want to include in your on-site orientation:

- 1) **Organization Information:** Educate the student(s) about your organization: Whom do you serve? What are the demographics? How are you funded? What is your mission? What is your philosophy?
- 2) **Staff:** Who are some of the staff, and what are their positions? Is there any jargon or language generally used by staff that would be helpful to student(s) to know?
- 3) **Provide a List of Contacts/Numbers:** List people/agencies that will be useful for student(s) in doing their internship.
- 4) **Responsibilities:** What is expected of the student(s)? Describe the role student(s) will play in your organization. How will their performance be appraised?
- 5) **Policies:** Sign-in/out, dress code, office rules.
- 6) **Training:** If training is needed, what kind and when?
- 7) **Final Product:** What is the final goal for your organization that is expected from the student(s) by the end of the internship? **(This final goal would incorporate your mission statement, philosophy, specific student goals, and is mutually agreed upon by your organization and the student.)**

8) **Scheduling:** What are your organization's hours of operation? What hours are the student(s) expected to be there? When should student(s) complete their internship? When will you meet with student(s) during the semester to review work they have done independently?

9) **Supervision:** It is important that all internship students have a contact person at the site who will supervise them. The amount of time each student will need supervision will depend on the project or internship activity. Students may be allowed to work independently without specific activities assigned each visit. When structured this way, supervision time can be more effectively utilized for questions and feedback. If the assigned work-site supervisor will not be available for any reason, please make certain that the student has another site representative available if needed.

It is important to remember that students are not volunteers. Students are here to meet internship requirements and enhance their learning of college course material and the workplace. Students are receiving academic credit for learning through their internship efforts. Your assistance in helping interns think about what their experience means to them and how it relates to their coursework is very valuable.

10) **Sign-In Procedure:** Students are required to have a sign-in time log completed every time they come to your organization. We ask students to have their work-site supervisor or someone from your organization sign their weekly timesheet and daily log at the end of each work week. The student will use one *Intern Timesheet and Daily Log* form for each week they work at the internship organization. The *Intern Timesheet and Daily Log* forms will then become a part of the student's final portfolio, which will be turned in near the end of the internship. **(The student is responsible for retaining this documentation)**

11) **Identification:** Provide students with identification from your organization or require students to have their CCC identification available.

Sample Intern Orientation Checklist

INTERN INFORMATION	
Name:	Start date:
Position:	Supervisor/Mentor:
FIRST DAY	
<ul style="list-style-type: none"> ○ Provide intern with New Intern handbook. ○ Assign “buddy” employee(s) to answer general questions. 	
POLICIES	
<ul style="list-style-type: none"> ○ Review Key Policies <ul style="list-style-type: none"> ● Intern absences ● Social media/cell phone use ● Holidays ● Time and leave reporting ● Performance reviews ● Dress Code ● Email and internet use 	<ul style="list-style-type: none"> ● Personal conduct standards ● Progressive disciplinary actions ● Confidentiality ● Safety ● Emergency procedures ● Visitors
INTRODUCTIONS AND TOURS	
<ul style="list-style-type: none"> ○ Give introductions to department staff and key personnel during tour. 	
<ul style="list-style-type: none"> ○ Tour of facility, including: <ul style="list-style-type: none"> ● Restrooms ● Mail rooms ● Copy center ● Fax machines ● Parking 	<ul style="list-style-type: none"> ● Office supplies ● Kitchen ● Coffee/vending machines ● Emergency exits and supplies ● Printers
POSITION INFORMATION	

Introductions to team.

- Review learning objectives, initial job assignments and training plans.
- Review position description and performance expectations and standards.
- Review position schedule and hours
- Review payroll timing, time cards (if applicable), and policies and procedures