



# TOOLS

## Pre-Internship Worksite Supervisor Interview

Before you begin your internship, set up a meeting with your worksite supervisor to discuss the learning opportunities that are available at the workplace. Interview your worksite supervisor and use the response to draft learning objectives for the *Work-Based Learning Plan*. Make sure to bring a copy of the *SCANS Skills Glossary* and *All Aspects of an Industry* with you to the meeting.

- What is the main goal of this business?
- Who are your customers?
- What are the tasks that I will be doing during my internship?
- What do you consider to be the most important things for me to learn as soon as I start working here?
- What are some things you hope I will learn later, when I am ready?
- Which of the SCANS skills do you think are most necessary for me to develop for this position?
- Which items from the *All Aspects of an Industry* list do you think I'll be able to learn about during this experience?