



TOOLS

Student Checklist for Internship

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this guide.

Before the Internship

- Apply for internship program.
- If you need help finding an internship after looking on **Connect 2 Business**, let your teacher know.
- Let teacher know when you have secured an intern placement.
- Get **Internship Permission** form signed.
- Turn in signed **Internship Permission** form.
- Provide contact information to your worksite supervisor and your teacher.
- Attend workplace orientation and interview your worksite supervisor.
- Based on your interview, begin to draft learning objectives with the help of your teacher.

During the Internship

- Develop learning objectives and discuss them with your worksite supervisor.
- Meet with your teacher and worksite supervisor to finalize the work-based learning plan.

During the First Three Weeks of the Internship

- Participate in ongoing reflection activities and skill building classroom assignments.
- Reflect on the connection between what is learned at school and at the workplace.
- Work toward learning objectives.
- When you have mastered an objective, create a new one.

After the Internship

- Complete self-evaluation and reflection activities.
- Meet with your worksite supervisor and teacher to discuss your ICAP next steps.
- Complete and send a thank-you letter to your worksite supervisor.
- Using your **OKCG My Job Search Tools**, update your resume based on new skills and experienced gained.