



TOOLS

Teacher 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

- Identify interested and qualified students.
- Review the Internship Fact Sheet and individual Program Fact Sheets for specific information regarding the type of internships your students will participate in.
- Identify interested and qualified students.
- Secure placement for students; if needed use **OKCG Connect 2 Business**.
- Coordinate and implement orientation activities for students.
- Distribute **Internship Permission Forms** and **Internship Contracts**.
- Collect signed **Internship Permission Forms**.
- Prepare students to write learning objectives with worksite supervisors.
- Meet with students to clarify grading standards using the **Internship Grading Rubric**.
- Determine a communication strategy for the experience.

During the First Three Weeks of the Internship

- Prepare students to be safety and health conscious.
- Support students' development of their learning objectives through class activity.
- Meet with students and worksite supervisors at their workplaces and observe workplace activities.
- Finalize work-based learning plans, confirm your communication strategy and make appointments for future visits.

During the Internship

- Support students in working toward workplace learning objectives.
- Coordinate and implement concurrent learning activities at school.
- Maintain ongoing communication with workplace partner and/or worksite supervisor. Review the **Teacher Tip Sheet** for suggestions.
- Communicate with the worksite supervisor and monitor workplace activities according to schedule.

After the Internship

- Meet with the worksite supervisor and student to analyze the experience and complete the student evaluation.
- Incorporate discussion of the student's ICAP next steps.
- Meet with students to discuss the **Internship Grading Rubric** and students' overall grades.
- Provide classroom experiences that help students make the connection between this internship and their next steps.
- Have the students document and record the experience in **OKCG My Job Search Tools**.