



TOOLS

Workplace 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

- Indicate interest in having an intern by going to Connect 2 Business <http://okcg-ctb.kuder.com>.
- Interview and select the student to intern.
- Determine who will be the person working most closely with the student and the teacher.
- Inform staff that a student intern will be at the workplace.
- Distribute the **Internship Contract** to the appropriate staff so they know the terms of the internship.
- Provide workplace orientation for student intern.
- Review informational packet provided to you by the teacher.
- Consider opportunities for the student to develop workplace competencies.

During the First Three Weeks of the Internship

- Working with the student, develop work-based learning objectives.
- Be on the lookout for opportunities at the workplace that will support the student's academic and workplace skill development.
- Meet with teacher and student intern to finalize the **Internship Learning plan** and communication strategy.

During the Internship

- Communicate successes and opportunities for improvement at the workplace that the teacher can use to enhance the value of the classroom connections.
- Assist student in working toward learning objectives.
- When student masters or completes an objective, help him or her to craft another.

After the Internship

- Meet with teacher and student to complete final evaluation of the student.
- Make the connection to the student's ICAP next steps.
- Complete program evaluation and send to district office to support continuous improvement efforts.