

INTERNSHIP ORIENTATION CHECKLIST

Student Name: _____ Date: _____

Internship Supervisor Name: _____

Welcome and Introduction to the Organization

- The nature of the company/organization's mission, products or services, customers/clients
- A review of the company's organizational chart

Tour of the workplace and workplace facilities

- Orientation to intern workstation: desk, computer workstation, access to phone/fax, company e-mail if necessary
- Office procedures as they relate to computer, telephone, and use of other technology
- Introduction to staff and their roles within the company
- Rest room
- Lunch room

Position Specifics

- Discussion of work schedule
- Development of student learning objectives
- Review of the workplace culture, dress code, and behavior
- Review of hours, breaks, and lunch policies
- Procedures for calling in when tardy or absent
- Relationship to working with other departments and co-workers

Safety Training

- A review of the workplace health and safety protocols, including emergency response procedures
- Accident prevention

Materials

- Copy of personnel handbook
- Organizational chart(s)
- Telephone/e-mail directory
- Security procedures