



BASIC CHECKLIST

OF

WHAT NEEDS TO BE IN PLACE BEFORE THE STUDENTS LEAVE THE BUILDING?

This checklist covers the key elements that need to be in place for a quality internship program. Although not all schools and locations will be able to have all of the components right away, this checklist can be used as a guide as you move through the process of program development, keeping in mind that usually, once internship programs are instituted, they tend to grow because more and more students want to participate. It is strongly recommended that you have a solid foundation on which you build your program so that it can grow and expand over time.

☐ A VISION AND A PLAN

- A clearly defined vision of what the program will look like
- Program Description
 - Why have an internship program?
 - What will program look like?
 - Who? (What students and staff will be involved)
 - Where? (Where will program be housed? In a teacher's room? A closet?)
 - When? (During what hours and time frame will the program operate)
 - Agreement on Goals and Objectives

☐ SUPPORT

- Administrative
- Community
- Building level
- Parental
- All constituencies

☐ ESTABLISH TIMELINE

- When will pilot /program begin?
- Who will do what

☐ **ADMINISTRATIVE ISSUES** (Agreed upon in writing with all necessary forms and documents in place)

- Liability
- Transportation
- Granting of Credit
- Scheduling personnel and students
- Funding

☐ **PERSONNEL**

- Who will be in charge?
- What other personnel is needed?
- Guidance Staff must be involved
- Other Professional Staff to be involved

☐ **TECHNOLOGY Access is needed to:**

- Telephones (no business wants to go through a school office with messages put in mail boxes)
- Fax
- Copier
- Computers
- Email account

☐ **ASSESSING THE COMMUNITY FOR POTENTIAL INTERNSHIPS**

Brainstorm with colleagues for possible internship sites.

☐ **INTERNSHIP SITE DEVELOPMENT**

- Description/List of each available internship site
- Curriculum developed for each site
- Collaboration with Internship Sponsor regarding curriculum and tasks
- Preparation of Sponsor for dealing with Interns (Orientation)

☐ **SELECTION AND PLACEMENT OF STUDENTS**

- Develop criteria for who will be involved in Internships and system for selection
- Orientation to Internships

❑ **SYSTEM AND PLAN FOR SUPERVISION AND ASSESSMENT OF INTERNSHIPS (BOTH STUDENTS' PROGRESS AND SITE)**

- Plan for visits
- All forms related to Internships
 - Internship Activity Curriculum Packet
 - Logs or Journal forms
 - Attendance forms
 - Warning notices
 - Reporting/date due schedule based on site curriculum
 - Sponsor evaluation forms
 - Student Evaluation Forms
 - Year/semester calendar (with school holidays) for Sponsor and Students
 - Plan for assessment
 - Method for reporting Internship on school transcript, college application and resume

❑ **PLAN FOR IN-SCHOOL REFLECTIVE SEMINARS OR CLASS TO SUPPORT INTERNSHIPS**

- Curriculum or listing of topics to cover
- Method for connecting to in-school activities and academics

❑ **PLAN FOR PUBLIC RELATIONS ACTIVITIES (to build program support)**

- Brochures
- News articles
- Recognition Ceremonies for Sponsors•
- Student presentations

❑ **DEVELOP PLAN FOR PROGRAM ASSESSMENT**

- Collect Baseline Data on areas you will evaluate
- Decide on Quantitative Data?
- Happy Data?