

# Work-Based Learning Internship

## ORIENTATION CHECKLIST



Checklist for employers. This orientation should be completed on or before the students first day.

Student Intern Name \_\_\_\_\_ Date \_\_\_\_\_

### Welcome and Introduction

- About the company; company goals

### Workplace Tour

- A tour of the workplace
- An overview of the company safety plan
- Introductions to co-workers

### Facilities Tour

- Rest room location
- Break room/ break area/ staff area
- Where to store personal belongings

### About the Organization

- Overview of organizational structure
- Review of business/products/services
- Discussion of customer demographics
- Company culture

### Position Specifics

- Overview of work schedule
- Review of hours, breaks and lunch policies
- Location of time clock or sign in process
- Attendance requirements, how to notify if absent

### Safety Training

- Safety plan, emergency exit plan
- Special hazards or concerns
- Accident Prevention
- What to do in case of an accident

## Supervisor Expectations

- Dress code – jewelry, clothing, hair & hygiene
- Code of conduct/ confidentiality
- Professionalism- work habits & communication

## Materials

- Personnel handbook
- Organizational Charts
- Telephone directory
- Security & Safety procedures

The goal is for students to learn the foundations of professionalism and work ethic in a workplace. For many students, this is their first experience working in a professional environment. Soft skills (professional skills) including communication, collaboration, problem solving and adaptability should be a main focus.

A high quality internship will include strong emphasis on work ethic (showing up on time, respectful behavior, keeping cell phones put away) along with continual exposure to the technical skills needed to be successful in the industry.

## Supervisors should:

- Clearly define expectations of what the intern will do and give the intern a general timeline of learning
- Use the Work-Based Learning Internship Plan as a general guide for goals
- Provide frequent and honest feedback to the intern; treat the intern as a training employee, not a volunteer. This allows students to experience a true to life work experience.
- Present opportunities for the intern to develop professional skills and skills specific to the industry, providing initial instruction as required for skill development
- Communicate regularly with the student's teacher and the NVUSD Career Readiness Office

