

Coordinator Internship Checklist

Quick tips for those charged with arranging and supporting work-based learning activities to ensure successful internships.

Before the Internship ...

- ✓ Review the Fact Sheet and any required documents/ or forms.
- ✓ Meet with faculty and have them give their students access to the internship application.
- ✓ Design and develop the internship with the employer.
- ✓ Identify interested students and review resumes.
- ✓ Establish a schedule for first round student interviews with volunteers and professionals.
- ✓ Select and refer qualified students matched to employer specifications.
- ✓ Assist the employer in scheduling interviews with referred students.
- ✓ Prepare students by sharing the student tip sheet.

During the Internship ...

- ✓ If possible, meet with the student and worksite supervisor at the workplace and observe workplace activities. Finalize training plan and make appointments for any future visits.
- ✓ Assist the worksite supervisor in completing the Employer Evaluation of student performance at the mid-point and completion of the internship.
- ✓ Facilitate learning by coordinating opportunities for students to reflect on their internships in the classroom and regularly assess progress using evaluations.

After the Internship ...

- ✓ Conduct follow-up activities by reviewing the completed evaluations with the student.
- ✓ Provide avenues for feedback on the effectiveness of the internship and make recommendations for adjustments in the future.
- ✓ Coordinate opportunities for student reflection to help students make the connection between this internship, classroom learning and next steps.
- ✓ Document the experience and provide reports to school leadership and employer partners.

Sample Internship Timeline

Three months in advance:

- ✓ Develop and design the internship.
- ✓ Confirm student availability and schedule with appropriate stakeholders.

Two months in advance:

- ✓ Review resumes.
- ✓ Schedule student interviews.
- ✓ Process results.
- ✓ Confirm placement details.

One month in advance:

- ✓ Prepare internship hosts.
- ✓ Prepare students.
- ✓ Inform faculty.

One week in advance:

- ✓ Confirm details with all parties.

On the start date:

- ✓ Check in with student and employer.