

Checklist to Orient New Student Interns

We know you know how to help your new interns get adjusted to your agency, but here is a checklist to remind you about some items you may want to remember to cover.

- Prepare office space with needed technology and supplies.
- Select key policy and procedures materials for the intern to review, along with any information on agency history, mission, clients, safety rules, professional dress, etc.
- Inform department/agency staff about the new intern and the intern's role, and think about whether you want to have an introductory lunch or similar greeting event. Also, find out which agency colleagues are open to having your student shadow them or learn their areas of work.
- Provide any necessary keys, keycards, parking permits, etc.
- Review agency policies and habits on use of telephones, internal communications, social media, and office culture.
- Talk about keeping track of the intern's time at the agency. Do you prefer the intern uses your time sheets or may they use their own?
- Make sure the student is very clear on your documentation and privacy practices.
- Think through all the tasks the student might do, so you can create a list for the student to use as the Work Plan is created (our Work Plans are living, amendable). Include board and staff meeting observance opportunities, and participation in any community collaborations, relevant task forces, outreach events, etc.
- Discuss your preferred time for weekly supervision and your preferred communication style: Do you prefer text, email, or phone? When can you be tagged for a question or clarification?
- Explain how you or others in the agency can work with the student on class assignments related to the internship.
- Budget time for semester beginning and end visits from NCSU field staff.