

SPONSOR PREPARATION LIST FOR NEW INTERNS

PREPARING FOR YOUR INTERN

If your intern's start date is at least a month or more after the acceptance of the internship offer, it is important to maintain communication. Depending on the time gap between offer acceptance and actual start date, you will want to check in with your intern at least monthly with something as simple as a quick courtesy email or to provide general information, if appropriate. This promotes goodwill with the intern while easing the anticipated stress of starting a new program.

1 Month Prior To The Intern's Arrival

Review the project expectations with key department and division stakeholders – those who will be directly involved with the intern – to ensure expectations are clearly set and understood.

2 Weeks Prior To Intern's Arrival

- Designate a workstation for the intern and ensure it is clean
- Stock the intern's workstation with all necessary office supplies – computer, phone, paper, pens, etc.
- Complete all necessary forms required for badge and parking access
- Call the intern to confirm start date and time, location of office, the parking situation, etc.
- Send around a welcome card
- Establish job shadowing and training schedules with other sponsors
- Prepare a packet of agency relevant forms and information – division expectations, organizational chart, policies and procedures, list of holidays, etc.

First Day

- Meet the intern after orientation and accompany him/her to the workstation
- Introduce the intern to team members and support staff
- Take the intern on a tour of the building and work area, making certain to point out the locations of restrooms, copiers, fax machines, the cafeteria, the break room, etc.
- Orient the intern to the area – nearby buildings, restaurants, etc.
- Advise the intern of emergency evacuation procedures
- Explain building access and security requirements
- Explain the agency dynamics and functions
- Explain open door policy and work style
- Get birthday and emergency contact information
- Provide a schedule of agency meetings
- Provide the agency phone list
- Review intern expectations
- Instruct the intern to read agency policies and procedures manual
- Allow the intern time to set up the workstation, including telephone voice mail and email

- Have the intern sign the Attendance Agreement (included at the end of this document) and provide him/her with a copy
- Encourage questions

MANAGING THE INTERN PROCESS

The following timeline may be a useful guide to help you manage the intern process:

First Week

- Conduct a one-on-one with the intern
- Review assigned project tasks and learning objectives
- Discuss project expectations and check for understanding
- Encourage input on the project or assignment
- Communicate successful performance measures on outlined deliverables
- Set an expectation that in future one-on-one's the intern should be prepared to discuss progress against deliverables

Throughout The Internship

Encourage the intern's development and learning by allowing participation in events facilitated by your agency and division.

Conclusion Of The Internship

- Conduct a final one-on-one evaluation with the intern to review performance.
- Identify progress made, recognize areas of achievement, and determine areas for further instruction, training, or development.

INTERN ATTENDANCE AGREEMENT

When running more than 15 minutes late, please call to notify your assigned sponsor. Attendance issues have a negative impact on the project or assignment. If you need to be absent or if you need to modify your schedule, please notify your assigned sponsor as soon as possible.

<i>Start Date</i>	
<i>End Date</i>	
<i>Total Weekly Hours</i>	
<i>Work Schedule</i>	

Intern Signature

Date

Sponsor Signature

Date

Intern Coordinator Signature

Date

Please provide the intern with a copy, keep a copy for your records.