Internship Checklist

|  |
| --- |
| Application Packet |
|  | Application Papers Signed by Parents and Counselor |
|  | Internship Business Packet  |
| Required Forms and Permits |
|  | Activity Authorization Form from District |
|  | Disclosure Form |
|  | Student Orientation Form |
|  | Student Commitment Form |
|  | Goal Setting Form |
|  | Confidentiality Form |
|  | Received Off Campus Permit |
|  | Received Worker’s Compensation Card |
| Meetings, Time Sheets, and Journal Entries |
|  | Meetings with WBL Coordinator |  |  |  |
|  | Time Sheets  |  |  |  |  |  |  |  |
|  | Journal  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Soft Job Skill Assignments |
|  | Appearance/Speaking |
|  | Appearance and Grooming/Checklist for Interview |
|  | Application |
|  | Attendance |
|  | Attitude/Bouquets or Thorns |
|  | Body Language |
|  | Career Scavenger Hunt on Utah Futures.com |
|  | Communication Skills/Anger |
|  | Cover Letter |
|  | Discrimination |
|  | Dressing Sense |
|  | Ethics |
|  | Goals and Dreams |
|  | “The Handshake” |
|  | Honesty |
|  | Interviewing Skills/Report on an Interview |
|  | Labor Laws |
|  | Letter of Recommendation |
|  | Personal Strength |
|  | Punctuality |
|  | References for Resume |
|  | Self-Esteem |
|  | Sexual Harassment Worksheet |
|  | Seven Habits |
|  | Skills Grid |
|  | Stress |
|  | Team Work |
|  | Values |
|  | Resume  |
|  | Portfolio |
|  | Jr. High CTE Presentation |
|  | Thank You Note to Supervisor(s) |
| Evaluations |
|  | Mid-Semester Evaluation |
|  | Student Self-Evaluation |
|  | Employer Feedback Form |
|  | Final Interview with Internship Coordinator |

\_\_\_\_\_\_\_\_\_ School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability.