Internship Checklist

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| 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 | | | | | | | | | | | | | | | | |

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