Checklist for Internships: before, during and after

1. **At the beginning of the placement:**
   - Review the intern's contract which describes the agreed conditions of employment.
   - Discuss the intern's proposed workplan, learning goals, interests and knowledge/skills and co-write shared learning goals and expectations
   - Complete any required documentation
   - Explicitly invite the student to ask questions
   - Explain how the workplace operates on a typical day
   - Explain your expectations of workplace behaviour and interactions with employers and customers
   - Schedule future meetings
   - Ensure the intern is correctly inducted into the workplace and is ready to begin.
   - Together with the student identify a suitable supervisor and introduce the supervisor to the intern

2. **During the placement:**
   - Discuss and give feedback on the intern's progress and performance. (This may include regular meetings/communication with the supervisor/s)
   - Give advice on questions/problems raised by the intern.
   - Suggest resources and helpful people as needed

3. **In the middle of the placement:**
   - Review the intern's documentation of their workplace performance. (This may be a template that your organisation uses, or a template prepared by the intern)
   - Discuss and give feedback on the intern's progress and performance.
   - Give advice on questions/problems raised by the intern.
   - Suggest resources and helpful people if needed.
   - If needed, discuss changes to the workplan or the tasks.

4. **At the end of the placement:**
   - Review the documentation of the intern's workplace performance. (This may be a form that your organisation provides or one that the intern has prepared)
   - Discuss the intern's performance.
   - Complete the Host Evaluation Form within two weeks of the internship completion. (This form will be emailed to you)