

WORKPLACE INTERNSHIPS

STUDENT RESPONSIBILITIES CHECKLIST (RESOURCE 01-03)

Topic	Student Responsibility	Date Complete
In order to participate you must	Be at least 16 years of age and have reliable transportation. (Students in a paid position must provide their Social Security Number.)	
	Obtain parental approval using the provided parent permission form. If internship is a paid position and you are under the age of 18, parents must also sign an Employee Certificate application.	
	Maintain a satisfactory school attendance and disciplinary record.	
While onsite at place of business you must	Complete a basic facility safety orientation. If placed in healthcare facility complete a confidentiality and safety orientation.	
	Adhere to the school handbook and all workplace rules.	
	Be punctual and give prior notice in case of absence. Students with more than three absences may be terminated from their internship.	
	Dress and behave professionally and comply with workplace dress code and behavior policies.	
	Wear school ID or workplace identification indicating that you are a student intern.	
While onsite at place of business you must not	Display a positive attitude and show appropriate respect for others.	
	Do not use personal electronic devices during work hours (phones, tablets, etc.) except if instructed to by your supervisor.	
In order to gain course credit you must	Do not share your personal contact information with your mentor – all contacts outside the workplace should go through your teacher / school.	
	Complete the scheduled hours required and turn in Weekly Work Record.	
	Maintain and submit a journal that documents your reflections on each of your workplace activities / responsibilities.	
	Complete the Student Written Summary at the end of your internship and (if requested) present your reflections to your mentor or teacher	
	Send a Thank You note to your workplace mentor	