

WORKPLACE INTERNSHIPS INTERNSHIP HOST CHECKLIST (RESOURCE 01-04)

Topic	INTERNSHIP Host Responsibility	Date Complete
Pre-Internship Placement	Assign a mentor to work with the student intern.	
	Confirm offer of employment with student intern.	
	Confirm any recommended forms the school uses for monitoring internship activities (hours and evaluations).	
	<p>The process for employing a minor, under the age of 18, involves a two-part process: Minor Laws – www.laworks.net/ORS_teentext.asp or call (225) 342-7824</p> <p>1) After the employer completes this application, the minor must have the parent sign the Parent’s Consent Statement section. The student delivers the form, along with proof of age to an authorized issuing location, typically the school Board or high school.</p> <p>2) The authorized official will then issue an Employment Certificate, providing all conditions regarding hours, type of employment, etc. are in accordance with R.S. 23:151-234</p>	
During Internship	Provide student intern with a Basic Facility Safety Orientation (documented with a signed Safety Review Letter).	
	Host must cover confidentiality if the internship site is a healthcare facility. Host may also choose to cover confidentiality if the intern will likely be exposed to proprietary or client information (documented by a signed Confidentiality Letter).	
	Provide a safe working and learning environment for the student intern.	
	Meet with the student intern to provide feedback on strengths and areas to be improved.	
	Keep a record of student intern’s hours.	
	Notify the Teacher if the student intern is not attending the internship promptly and regularly.	
Conclusion of Internship	Take part in student intern’s final self-reflection presentation regarding his / her internship experience.	
	Complete and submit student evaluation.	