



Intern Orientation Form

If the student has not yet been to the internship site, this meeting should occur there. Otherwise, the meeting may occur by phone outside of school hours, but **BEFORE** the internship begins, so that it starts with the student feeling prepared for the first day. **The supervisor should initiate the meeting.** During the internship, if students or supervisors have questions or concerns about how it is going, they should contact Kathy Mignerey, Career Program Specialist, W (904) 547-4872, C (904) 814-6158, Email: kathy.mignerey@stjohns.k12.fl.us. Please scan and email a copy of this completed form to Ms. Mignerey or fax it to her at (904) 547-4865.

Contact Information	Student	Intern Supervisor
Name		
Business Name		
Home or Work Phone		
Cell phone		
Email address		

- A. Confirm the work schedule: (Unpaid internships cannot exceed 120 hours for the summer. We recommend 20 hours a week for six weeks.)
- B. Are there any days/weeks when the student or supervisor will be unavailable? Modify the starting or ending dates or hours per week, so that the internship hours still total 120 hours. Start with the weeks of June 3 – July 7, 2018.
- C. Background check or ID Badges required?
- D. Parking:
- E. Dress code/grooming requirements:
- F. To whom should the student report each day or when they have questions or assigned tasks are completed?
- G. To whom should the student report when the person above is not available?
- H. How and when should it be reported if the student will be late or absent?
- I. Work space the student will use:
- J. How are lunch and breaks handled?
- K. Description of the types of tasks the student will be asked to do:
- L. Types of software or technology equipment that will be used and the student's current level of knowledge of them:
- M. Other questions of the student or supervisor: