

WCPSS School to Career Internship Program

INTERNSHIP SUPERVISOR: GUIDELINES FOR BEGINNING INTERNSHIP

The student intern should complete the three learning objectives prior to meeting with the supervisor.

The student should begin the internship by discussing with you the learning objectives and the intern's responsibilities. The expectation is that the two of you will review these and adjust them to the needs of the internship provider.

Efforts have been made to match the student's learning objectives with the internship provider. However, the needs of the provider will supersede the original expectations of the student so long as they are related to the school system's goals of the student's internship experience.

Student Intern: _____ School Year: _____

Intern's industry-related Learning Objectives:

1)

2)

3)

Intern's Responsibilities:

We have discussed the intern's three Learning Objectives and have listed the intern's responsibilities with those objectives considered.

Internship Provider Organization

Supervisor Signature

date

Student Intern Signature

date

Internship Coordinator Signature

date