

WCPSS School to Career Internship Program

INTERNSHIP SITE VISIT CHECKLIST

Student Intern: _____

Internship Location: _____

Internship Site Visit Date & Time: _____

The student intern must provide any specific driving/parking directions to the Internship Coordinator.

- ☐ The student is responsible for coordinating the date and time of the site visit with the Internship Coordinator and Internship Supervisor.
- ☐ The site visit should occur at approximately half way through the internship.
- ☐ The goals of the site visit include:
- ☐ Accountability/verification of student work and hours
 - ☐ Open communication between the Internship Coordinator, Student Intern, and Internship Supervisor
 - ☐ Student intern will perform and/or describe their internship responsibilities and communicate how they align with the intern's learning objectives
 - ☐ Internship Supervisor may provide feedback on the intern's work thus far
 - ☐ Remind the student and inform the supervisor of the upcoming internship presentation
 - ☐ Determine any follow-up if necessary