

## 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