

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 project proposal
 - 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

Note: Internship site visits and progress reports should be made at suggested times below or more frequently if needed and repeated each semester. (Refer to Progress Reports)

Sample Site Visit and Progress Report Schedule for Semester
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After 40 hours	Progress Report
After 80 hours	Site Visit
After 100 hours	Progress Report
After 120 hours	Work Experience Rubric completed by Supervisor
*Make adjustments for site visits during summer internships.	

