

SCHOOL-TO-CAREERS INTERNSHIP CHECK SHEET

Source: Beaverton School District

Pre Internship Student responsibilities: complete

- Letter of Introduction
- Resume
- Bridges Career Exploration Activity
- CIS Exploration Activity
- Parent Permission/Transportation Form

In Conjunction with the School-to-Careers Coordinator and Business: complete

- Regional Work site Training Agreement
- Learning Objectives. . . incorporate all aspects of the industry

School-to-Careers Coordinator Responsibilities

- Site visit if necessary (review Work site Visit Guidelines - see Appendix D)
- Review liability issues with business
- Preview all paperwork checking for quality (grammar, spelling, content)
- Review Regional Work site Training Agreement with all parties
- Periodically review student evaluations of work experience

Post Internship Student Responsibilities

- Student thank you letter to employer
- Employer Evaluation Form
- Student Self Assessment