

# FIRST DAY OF INTERNSHIP CHECKLIST

## About this Checklist

The goal of this checklist is to support you as you create a meaningful and intentional internship experience for your YouthForce NOLA Intern(s). All items on this checklist should be completed on the intern's first day.

Activity	Description	Complete
Welcome & Introductions	<p>Greet your intern(s) on day one, preferably at the front door or in the lobby. If they need to check in with a receptionist, tell them where to report and who to ask for. Show them to their workspace, give them a quick tour of the office (including where the bathrooms are!), and help them set up any tech.</p> <p>Be sure to introduce the Secondary Supervisor.</p>	
Schedule Check-Ins	Schedule weekly 30-60 minute check-ins for you and your intern(s). Use this as an opportunity to teach your intern(s) your office's digital calendar system, if applicable.	
Schedule Lunch	Schedule a lunch with your intern(s) and a few colleagues. This is an informal networking time for the intern(s) and should take place within the first two weeks of the internship.	
Establish Comm Norms	Articulate your communication preferences to your intern(s). Make sure they understand your preferences (email vs. phone calls vs. text message).	
Establish Daily Touch Points	Communicate your plan and expectations for daily touchpoints. This will help the intern(s) stay connected to you and their work.	
Discuss Health & Safety Protocols	<p>Share your company's protocols to prevent the spread of contagious illnesses (Covid-19, flu, etc.). Who (and how) should the intern contact if they are symptomatic? Is remote work an option?</p> <p>Share your company's specific rules and safety protocols for your work site (protective equipment, reporting accidents/ injuries, etc).</p>	