



Be More

Yavapai College

Employer Handbook

Guided Approach & Implementation For
Internships & Mentorship



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Internships

WHAT IS AN INTERNSHIP?

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting.” (National Association of Colleges and Employers).

Internship experiences provide students with opportunities to explore careers, network with industry professionals, learn new skills and apply them to the future, as well as gain confidence in a professional setting. Internships can also be a great recruiting source for employers allowing them the opportunity to connect, develop, guide, and evaluate potential candidates.



WHAT SHOULD AN INTERNSHIP INCLUDE?

An internship is greatly different than a part-time job. The internship experience should further the student’s learning and support their professional and personal development. NACE (National Association of Colleges and Employers) has provided the following for what an internship experience should include:

- An experience with real-world opportunities to apply theories and knowledge that has been gained in the classroom. The experience should not advance the operations of the employer or replace the work that a regular employee would perform.
- Student’s should learn skills and knowledge that can be transferable to future employment environments.
- The internship should have a defined beginning and end that is agreed upon by all parties (employer, student, and institution) and is consistent with the institutional schedule.
- A clear and detailed position description that outlines responsibilities and desired qualifications.
- Clearly outline learning objectives and goals that support the student’s academic journey and institutional requirements.

- Direct supervision by an industry professional that has relevant expertise, educational background, or professional experience who consistently provides constructive feedback, guidance, and professional development resources that aid in a successful internship experience.

BENEFITS FOR YOUR BUSINESS & STUDENTS

Providing an internship experience not only benefits the student but it can also be a strong tool for recruiting and marketing. Benefits for your business include:

- Access to a large candidate pool
- Streamline your talent recruitment
- Increase visibility
- Learn new and innovative ideas from a student's perspective
- Enhance your connection to the institution
- Positive contribution to community and individual development

Students who participate in an internship experience can:

- Learn new skills that are transferable and desirable
- Increase confidence and self-image
- Gain on the job experience
- Further develop their resume
- Network with industry professionals
- Make connections between learning in the classroom and real-world application
- Clarify career goals
- Earn academic credit
- Increase their opportunity for employment after graduation



Designing Your Internship Experience

ASSESSING YOUR NEEDS

Prior to offering an internship experience you should conduct a self-assessment on your organizations needs and expectations. Doing so will help you create a successful internship experience. Consider the following questions:

- How will this add value both to our organization and intern?
- Does our organization have time to manage an intern?
- Do we have the resources needed to successfully support the intern? (workspace, supplies, computer equipment, safety items, tools, etc.)
- Do we have the financial capacity to compensate an intern fairly?
- Do we have projects to provide the intern with challenging learning experience that would also benefit the organization?
- What time would we like an intern? (Fall, Spring, Summer)

SETTING GOALS & GUIDELINES

When designing your internship experience it is important that you set goals and guidelines. The structure of the internship should include specific dates, proposals and any logistical information. You should be as specific as possible. If your internship experience doesn't have structure, interns can feel lost, confused, or even bored during their internship. The structure should align with your needs and capacity. Think about the following questions when structuring your internship experience:

- What are we hoping to achieve from the internship experience?
- What can the intern do for us or help us with? Are there any specific projects we would want them to help work on?
- Would we like the intern to stay in one department or gain a wholistic view of our organization allowing them to experience different departments?
- Are there certain qualifications that the intern needs? (background experience, education level, technical skills)

SELECTING A SUPERVISOR

When hosting an internship experience it is crucial that each intern has one assigned direct supervisor. The intern supervisor has an important role during the internship experience. The supervisor should prioritize the student's education experience and promote their overall professional and personal development.

The intern supervisor should be someone who has a high interest in mentoring the intern as well as someone who is able to provide constructive feedback that help guide the intern during their experience (Project Manager, Department Head, Team Lead, long-time employee, etc.). Below are some responsibilities an internship supervisor may have:



- Onboarding the intern (providing any necessary orientation and trainings)
- Introducing the intern to the team, department, and organization
- Assisting in developing learning objectives
- Interacting with the intern on a regular basis, providing constructive and actionable feedback, answering questions related to the experience and personal/professional growth
- Responsible for the supervision and safety of the intern while on site
- Provide evaluations to assess if goals and needs are being met
- Communicate with Yavapai College Internship Coordinator

CREATING AN INTERNSHIP DESCRIPTION

Your internship description needs to clearly explain what the intern will be doing such as what responsibilities will they have, what projects will they be working on, and any duties they will be assigned. The description should align with your goals that you wish to accomplish with an internship experience. Keep in mind that the internship should involve tasks and/or projects that compliment the student's academic learning. When creating your internship description, consider these essential components:

- The organization's goals and mission
- Type of internship and industry
- Paid or unpaid experience
- Length of the internship (flexible around student's class schedule, required amount of hours per week or semester, fall, spring, or summer)
- Responsibilities and essential job functions

- Qualifications (education level, specific skills, certifications, preferred majors or areas of study, etc.)
- Specifics on how to apply

PAID VS. UNPAID

Internship experiences can be paid, unpaid, or stipend based. Compensation for an internship experience varies depending on the industry, location, etc.



Paid internships offered at for-profit organizations must be paid at least the state minimum wage and any applicable overtime. Paid opportunities attract a more diverse candidate pool and helps remove barriers that could limit a student from taking part in an internship.

Paid interns are W-2 employees therefore having the same protections as your other employees with respect to the labor law.

Internship experiences that are unpaid run the risk of the intern being taken advantage of financially. Employers who provide unpaid internships may be at risk of legal repercussions. Employers are encouraged to review the Fair Labor Standards Act. This [fact sheet about Internship Programs](#) has helpful information on how to test if your internship experience needs to be a paid or unpaid opportunity.

A local resource that can help you provide compensation for your internship experience if you are unable to do so is NACOG (Northern Arizona Council of Governments). If this is something you'd like to explore [click here](#) to learn more and gain contact information.

Whether you are providing a paid experience or not you should always find ways to enhance your internship. Some ideas could include:

- Providing professional development for the intern or including them in current opportunities
- Inviting the intern to networking events
- Providing addition and intentional training with industry tools
- Allowing for a flexible schedule
- Celebrating the intern's milestones and growth (ex: annual celebration and presentation of experience to board members, recognition in staff newsletter)

ACADEMIC CREDIT

Students have the ability to obtain academic credit for their internship experience by enrolling in their aligned internship course at Yavapai College. The internship course is faculty guided and requires students to complete intentional reflection assignments, develop career application documents, and overall articulate their internship experience.

Employers, the student and the college all enter into an internship contract agreement in order for the student to receive academic credit. The employer must also complete the following for the student to receive academic credit:

- Provide a copy of certificate of insurance (COI) to Yavapai College's Procurement Department by sending the COI to procurement@yc.edu with the subject line: Internship Host (specific language and requirements for the COI can be found in the resource section at the end of this document)
- Complete any evaluations that are needed by the college

How to Market Your Internship to YC Students

REGISTER WITH PIPELINE

YC Pipeline is Yavapai College's job and internship posting platform. It is highly recommended that you utilize this platform to market your opportunity to Yavapai College students. To register your organization or to see if your organization is already registered please visit

www.yc.pipelineaz.com/sign_up_employer.

Need help registering? [Click here](#) for a tutorial video. Benefits of registering your organization include:

- Targeting students in specific study areas and skills
- Directly collect applications and view resumes
- Send direct invitations and communications with applicants and potential applicants
- Broaden your search to the whole Yavapai county community

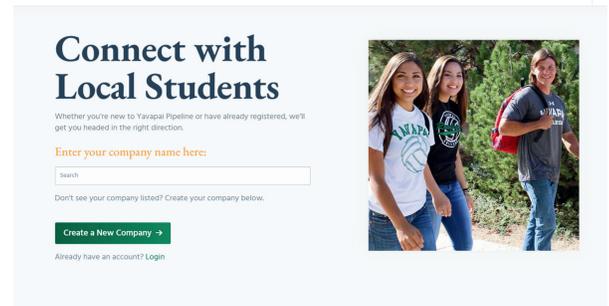
CAMPUS VISITS

Another way to connect with Yavapai College students and promote your organization and opportunity is to visit campus and have a table students can visit. You can share



about your organization (mission, benefits, etc.), promote open opportunities, and connect with incoming talent. A common time to visit campus is mid morning to early afternoon. Past organizations have brought swag items to attract students to their table and begin conversations. In order to visit campus you must first complete this [Free Speech Request Form](#) and have it be approved for your requested date and time.

Yavapai College also hosts Job & Career Fairs throughout the academic year. This is another great way to connect with students! To find out when these fairs are held and register as an employer/vendor please visit www.ycredc.com and click the events tab.



RECOMMENDED MARKETING TIMEFRAMES

The table below reflects recommended timeframes for recruiting candidates for internship opportunities. These timeframes will provide you with ample time to promote, recruit, and select your intern.

ADVERTISE DURING	FOR AN INTERNSHIP DURING
March - April	Fall Semester (August - December)
September - December	Spring Semester (January - May)
January - April	Summer Term (June - August)

Hiring and Managing Intern

INTERVIEWING

It is encouraged that you treat your search for an intern the same as you would for a full-time employee. Yavapai College recommends that you simulate the job cycle as closely as possible which may include requiring a resume and cover letter from the applicant as well as scheduling an interview with applicants. Depending on the opportunity you are offering you may want to request other relevant materials such as a writing sample, portfolio of creative work, etc.

Your organization can conduct in-person, over the phone, and virtual interviews. Some questions you may want to include in your interview may include:

- How do you think this internship experience will prepare you for your career?
- Why do you want to intern at our organization?
- What are your current plans after graduation/completion of your academic journey?
- How do you feel your education has prepared you for this internship?
- Can you provide an example of a time when you worked on a project successfully with minimal supervision?
- Tell me about a time when you made a mistake and describe how you solved the situation.
- How do you handle projects with short deadlines that require precise analysis and calculations? Please describe your approach.
- When working with a team, what is the role you normally take?
- What questions do you have for me?

CANDIDATE SELECTION (OFFER & REJECTION)

Choosing an intern may be difficult and we encourage you to remember that all of this is part of the learning process for the student. That being said we also expect you as the employer to carefully select your intern. After all you are making a time and money investment with hopes of one day converting the intern to a full-time employee.

Once you have chosen your intern candidate you should extend an official offer to them. This could be in the form of a formal letter that includes all of the details of their internship (start and end dates, orientation requirements, required employment documents, compensation, employment location, etc.), email with details attached, or phone call communicating that formal details will be sent in writing soon.

It is best practice to allow adequate time for students to make a fully informed decision about whether to accept or decline an offer as well as to communicate with students who complete an interview but will not be receiving an offer. Students who are able to analyze all the information prior to making a decision will feel more confident about their choice ultimately benefiting the employer by hiring candidates who have a sincere commitment.



It is recommended that you allow students to have at least 2 weeks to decide on an offer. Students should be given the opportunity to make use of all of the services/information that is available to them thus allowing them to not be subjected to quickly expiring offers requiring them to make a swift decision and later having to renege on an offer.

Templates of an Offer Agreement and Rejection Letter can be found in the resource section of this document.

ONBOARDING & ORIENTATION

Welcoming your selected intern is important and can help you set the expectations you have for the intern during their experience. You should plan to welcome the intern just as you would a new full-time employee. Your organization should provide an orientation to help familiarize the intern with processes/procedure, organizational expectations, and acclimate them to their role. Below are some items you could include in the onboarding of the intern (a template Orientation Checklist can be found in the resources section):

- A site tour
- Introductions to staff that the intern will regularly interact with and any higher level leadership they may communicate with
- Discuss safety policies and emergency procedures
- Details on where the intern should check-in or log their hours
- Provide a written description of interns responsibilities and task to further discuss project details and position
- Provide appropriate training, equipment, work area, and materials the intern may need

MANAGING YOUR INTERN

Throughout the internship it is crucial to provide the intern with guidelines, learning outcomes, and feedback while managing their experience. It is highly encouraged to quickly develop clear and effective communication with the intern allowing you to distinctly identify expectations, work requirements, and intern responsibilities.

This internship experience may or may not be the intern's first work experience. Some interns may need coaching and more guidance than others on topics such as professionalism, appropriate behaviors, workplace communication, etc. We recommend providing direct and constructive feedback in these situations to provide teaching and learning moments for the intern. Remember that the internship experience is part of the student's educational journey.

Students will look to the internship supervisor as a mentor during their experience. It is strongly recommended that you schedule a regular meeting time with your mentor to provide structured time for feedback and progression. This will also help establish and develop a trusting relationship with your intern.

CONCERNS INTERNS HAVE

Below are 10 common concerns interns have during an internship experience. Knowing these will help you manage your internship experience for the intern.

1. We want real work, not grunt work - Interns want to be involved in your organization. Completing some clerical work is fine but you should be providing strong learning experiences for the intern, like being a part of a project.
2. We are unsure of the expectations - Providing clear and effective communication is key! When students don't know what is expected of them they can feel lost and you can feel frustrated.
3. We want timely feedback - Interns are students, they can't improve their performance if you are not providing constructive feedback. Guide them on improving their mistakes and congratulate them on their successes.
4. We want to be included - include interns on any organizational events such as staff meetings, social lunches, project meetings, networking events, etc. Doing so will make them feel like a valued member of the organization and can provide them with different perspectives of your organization.

5. Provide detailed answers to our questions - Interns will probably have a lot of questions as they are learning your organization and different processes. Be sure to give a detailed explanation to questions and instructions.
6. Mentor us - The internship supervisor should help mentor and guide the intern throughout the process. They should be someone who enjoys teaching and helping new professionals.
7. Be present and give time - Interns may not feel valued and may not feel comfortable to ask questions if they feel like you are not acknowledging them. This is where scheduling a regular time to meet with your intern can help.
8. Be prepared for our arrival - Providing a detailed job description, letting staff know about the intern, and creating a detailed welcome day will help set the tone for the internship experience.
9. Everything helps - Interns are students who are juggling school and life and are still learning the balance. They also are trying to financially build themselves. We understand not every employer can provide a paid experience, however, think about additional benefits you can offer (a stipend, meals, transportation, etc.).
10. Provide a work space - Interns should be provided a dedicated work space (office, cubical, etc.) with the necessary equipment such as email access, parking permit, software access, etc.



Improvement Process

FEEDBACK & PROGRESS

The internship experience is all about learning and developing. This can only truly happen if there is constructive feedback throughout the entire process. The internship supervisor and leaders within the organization should be providing formal and informal feedback to the intern. Formal feedback can be given in the form of evaluations, at least two evaluations should be completed during the internship (a mid-evaluation and end of internship evaluation). Informal feedback can be provided daily and should help the intern monitor their progress during the experience. This can be done through quick conversation or while observing the intern complete a task. For example, if you see the intern miss a step in a process or do something that is unprofessional in a work setting, you should be providing quick feedback to guide the intern.



Feedback can go both ways in an internship experience. Your intern can help improve your organizations internship by providing feedback on their own experience. You can ask the intern informal questions like “How was your first day/week?”, “What did you think about the orientation materials?”, or “What can our organization do to make you feel valued/included?”.

EVALUATIONS

A total of two formal evaluations should be completed during the internship experience. One should be performed at the midway point of the internship and the other at the end of the internship experience. During the evaluations you should be giving feedback on the interns progress, celebrating any successes, sharing ways to improve, and providing any available resources to help the intern further their growth. An effective evaluation should go over the following:

- The learning objectives that you and the student outlined at the beginning of the internship
- How the intern’s work is contributing to the organization
- How the intern can continue to grow
- A review of tasks, responsibilities, projects and assignments to clarify expectations

If the student is completing the internship with academic credit at Yavapai College, the student and the internship supervisor will need to complete an end of internship evaluation and submit their evaluations to the Internship Coordinator. Students should find their self-evaluation in the internship course via Canvas and internship supervisors will be sent a link via email for their evaluation.

EXIT INTERVIEW

It is best practice to conduct an exit interview with you intern. Doing so can provide you and your organization will constructive feedback on you internship experience and help improve your internship for future students. You should schedule this interview in advance and should avoid conducting the interview on the intern's last day. During the exit interview you should:

- Explain the purpose of the interview
- Encourage the intern to be honest and candid
- Allow the intern to ask any remaining questions or suggestions
- Collect any company supplies that the intern may have had (parking permit, laptop, building key card, etc.)
- Thank the intern for their time, commitment, and honest feedback

If you feel you found a great candidate, the exit interview is a great space to offer employment or express interest in offering a full-time role to the intern if one is available. You can also consider writing your intern a letter of recommendation they can use for future internships or employment.

CELEBRATING

Completing an internship experience may be a huge accomplishment for the student and for you organization. It is encouraged that you celebrate the culmination of the internship. Below are some ideas on various celebrations:

- Take the intern out to lunch
- Provide a shoutout and recognition during a staff meeting
- Give the intern a gift of appreciation (gift card, gift basket, flowers, etc.)
- Provide an end of work day celebration with dessert and casual conversation
- If you have multiple interns, maybe plan a more formal celebration

Mentorship at Yavapai College

WHAT IS MENTORSHIP?

A mentor relationship is used to provide guidance and professional development to the mentee. In this relationship the mentee should not be performing any work for the mentor or their organization rather the mentee should regularly meet with the mentor to further their professional growth and learn about the mentor's career journey.

At Yavapai College, students who are pursuing their Bachelor of Science in Business are required to participate in a mentorship relationship. Yavapai College recognizes the impact of mentorship on a student's educational journey. Our mentorship course is unique in that it is competency based meaning there is no predefined end date. It focuses on reaching proficiency for certain competencies and learning outcomes rather than adhering to a rigid time frame.

HOW TO MENTOR A YC STUDENT

Interested in becoming a mentor to a YC business student? You can express your interest in mentoring a student by completing the mentorship interest [form here](#).

Yavapai College's Mentorship Program is unique in that students are required to show a level of proficiency in certain competencies or learning targets. Throughout the mentorship, students will meet with you and attend the meeting with a predetermined discussion topic. These discussion topics will align with their course assignments and topics. During your mentorship relationship your mentee may ask you to provide insight and feedback on topics such as providing a safe work environment, conflict resolution, personal mission and vision statements, how to give and receive feedback, and ask you to participate in a mock interview.



A brief conversation topic guide is provided to each of our mentors so they can know what topic to expect for each mentor meeting. It is also highly recommended that when mentoring a Yavapai College student you should schedule a weekly meeting time and set norms and expectations with your mentee.

Mentoring a Yavapai College student is part of their educational journey. Some students may need more guidance and feedback than others on topics like professionalism, effective communication, conflict resolution, etc. We strongly encourage that you provide grace to these students as they are navigating and learning how to balance school and all aspects of life.

Tips and Best Practices

- Plan, organize and develop your internship prior to marketing it to students. Know what the intern will do once they are at your organization and share that information in the description you create.
- Market for your opportunity months in advance. Refer to the recommended timeline on page 8 of this handbook.
- Providing a paid internship opportunity can increase your candidate pool and help provide a more diverse pool for you to choose from. Paid internship opportunities are highly sought after by college students as many of our students are paying part or all of their college experience. We strongly recommend that you consider the value you get from an intern and pay them accordingly.
- NACE (National Association of Colleges and Employers) article on Best Practices For Internship Programs - [click here](#)
- Getting feedback is crucial for the growth of your organizations internship opportunity. Ask your intern about their experience, hold exit interviews, etc.

Resources

COPY OF CERTIFICATE OF INSURANCE REQUIERMENTS

The image below shares the exact language that is in the internship contract regarding an employers insurance. This information is only needed when a student is participating in a for credit internship experience.

2.12 Insurance. The Agency shall maintain during the term of the Agreement the following insurance policies issued by companies licensed in Arizona with a current A.M. Best rating of A: VII or better. Agency shall furnish annually to YC, a certificate or certificates of insurance from an insurance company licensed to do business in the State of Arizona showing that the prescribed policies are in force and effect and each certificate shall provide that the insurance company shall not change or cancel any insurance until YC has been notified, in writing, at least thirty (30) days before the date of change or cancellation. If Agency has Experiential Education Agreements with YC for multiple students, Agency need only provide YC with one certificate of insurance. Agency shall provide the certificates to the following email address: procurement@yc.edu. The insurance policies, except Workers' Compensation, shall be endorsed to Yavapai College, its officers, officials, employees, volunteers, students, agents, and assigns as additional insureds with the following language or its equivalent:

Yavapai College, its officers, officials, employees, volunteers, students, agents, and assigns shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Agency.

Certificates shall evidence the following required coverage, conditions, and limits required by the Agreement:

- 2.12.1 Commercial General Liability insurance with a limit of not less than \$2,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of the Agreement.
- 2.12.2 Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$2,000,000.00 each occurrence with respect to the Agency's owned, hired, and

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non-owned vehicles.

- 2.12.3 Worker's Compensation insurance with limits statutorily required by any Federal or State law and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
- 2.12.4 Professional Liability insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Agency, or any person employed by the Agency, with a limit of not less than \$1,000,000 each claim.
- 2.12.5 No Warrant: YC in no way warrants that the minimum limits set forth above are sufficient to protect the Agency from liabilities that may arise in connection with this Agreement. The insurance requirements are minimum and in no way limit the indemnity covenants contained in an Agreement between YC and the Agency.

OFFER AGREEMENT TEMPLATE

[Company Letterhead]

[Date]

Dear [Student's Name],

We are pleased to offer you an internship opportunity with [Company/Organization Name] beginning on [Start Date] and ending on [End Date]. We believe that this internship will provide you with valuable experience and an opportunity to further develop your skills and knowledge in [relevant field/department].

Internship Details:

- Start Date: [Start Date]
- End Date: [End Date]
- Duration: [Number of Weeks/Months]
- Schedule: [Days of the week, hours per day]

Internship Responsibilities:

During your internship, you will be responsible for [brief description of internship responsibilities or projects].

This internship is [unpaid/paid]. If applicable, compensation details will be discussed during your orientation.

Your internship will be located at [Company/Organization Address]. Please report to [Contact Person/Department] upon arrival.

Prior to your start date, you will be required to attend an orientation session on [Orientation Date]. During this session, you will receive important information about our company policies, safety procedures, and your specific internship duties.

If you accept this internship offer, please sign and return this letter by [Deadline Date] to confirm your acceptance. If you have any questions or concerns, please do not hesitate to contact [Contact Person] at [Contact Information].

We are excited to welcome you to our team and look forward to your contributions during your internship with us.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]

REJECTION LETTER TEMPLATE

[Organization/Company Letterhead]

[Date]

Dear [Student Name],

We appreciate your interest in the internship opportunity at [Organization/Company Name]. After careful consideration of all applications, we regret to inform you that you have not been selected for the internship position at this time.

Please know that this decision was not made lightly, as we received many qualified applicants. While we recognize your strengths and accomplishments, we have chosen candidates whose skills and experiences more closely align with the specific needs of the internship role.

As part of our commitment to supporting the growth and development of students, we would like to offer some feedback on areas where you can focus on improvement:

[Area of Improvement]: [Provide constructive feedback on specific areas where the student can enhance their skills, knowledge, or experience. Be specific and supportive in your feedback.]

We encourage you to view this as an opportunity for growth and to continue pursuing experiences that will further develop your skills and enhance your qualifications. There will be future internship opportunities, and we encourage you to apply again when they become available.

We genuinely appreciate your interest in [Organization/Company Name], and we wish you the best in your academic and professional endeavors. Should you have any questions or require further feedback, please do not hesitate to reach out.

Thank you again for your interest in our organization.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]

[Contact Information]

ORIENTATION CHECKLIST

Welcome to [Organization/Company]! We are thrilled to have you join us as an intern. Below is a comprehensive checklist to help you navigate your orientation process and get acquainted with our organization. A member of our team will help guide you through the orientation.

Orientation Date: [Insert Date]

Site Tour & Introductions:

- Introduce intern to key areas of the facility/workspace.
- Highlight important locations such as restrooms, break rooms, emergency exits, etc.
- Introduce intern to staff members, including immediate team members and relevant departments.
- Arrange meetings with key leadership personnel for formal introductions.

Overview of Safety Policies:

- Provide detailed information regarding safety protocols and procedures.
- Conduct a safety walkthrough to familiarize the intern with emergency exits, first aid kits, fire extinguishers, etc.
- Provide documentation of safety policies and ensure understanding.

Clocking In/Logging Hours:

- Explain the process for clocking in/logging hours, including any necessary systems or forms.
- Provide access credentials or necessary documentation for timekeeping.

Role and Responsibilities Overview:

- Clarify the intern's specific role and responsibilities within the organization.
- Discuss expectations, goals, and objectives for the internship period.
- Provide a written job description for reference.

Training Sessions & Materials:

- Schedule and conduct any necessary training sessions relevant to the intern's role.
- Include training on specific tools, software, or equipment the intern will be using.
- Provide necessary equipment, such as laptops, access cards, uniforms, etc.
- Ensure access to any materials or resources needed to perform tasks effectively.

Q&A Session:

- Allow time for the intern to ask questions and seek clarification on any aspects of their internship.
- Assign a mentor or point of contact for ongoing support and guidance.

Feedback Mechanism:

- Establish a feedback mechanism for the intern to provide input on their onboarding experience and suggest improvements.
- Schedule regular check-ins to assess progress and address any concerns.

Next Steps:

- Outline the next steps in the onboarding process, including upcoming tasks or projects.
- Provide contact information for any additional support needed.

Please ensure that all items on this checklist are completed during the orientation process. We are committed to providing a fulfilling and enriching internship experience. If you have any questions or need further assistance, please don't hesitate to reach out to [Contact Person/Department].

Welcome aboard, and we wish you the best of luck in your internship with us!

[Organization/Company Name]

[Contact Information]



Have questions?

Tabitha Fedina
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Lorie Smith
Career Coach - CTEC
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