

CHECKLIST - INTERNSHIP SUPERVISION

		STEPS	✓
BEFORE THE INTERNSHIP	Preparation and planning of the internship	Prepare all documents to be given to the intern.	
		Prepare the working stations (desk, office supplies, computer, email address, phone) OR the equipment to be delivered to him/her for teleworking.	
		Add contact information of the intern to existing lists of emails and phone numbers.	
		Inform the team of the arrival of the intern.	
		Plan observation moments, pairing with other team members or useful trainings.	
		Carefully plan the first week of the internship.	
DURING THE INTERNSHIP	Welcoming and integration	Introduce the intern to other team members and show him/her around.	
		Inform the intern of the rules of conduct in force in the organization as well as the means of communication to use.	
		Determine the preferred means of communication and explain the tasks and deadlines by offering training if necessary.	
	<i>Start date :</i> _____	Discuss respective expectations of supervision and schedule meetings (monitoring performance and progress).	
	Supervision and follow-ups	Keep the student informed as to your appreciation of the internship, both for positive and negative points.	
		<i>Date of integration follow-up :</i> _____	Write down all require information and fill out the the integration follow-up.
Plan a mid-internship meeting with the student.			
End of internship	<i>End date :</i> _____	Get all information on the requirements of the final evaluation and fill out the mandatory documents.	
		Do an overall summary with the intern.	
AFTER THE INTERNSHIP	Self-evaluation	Write down what has been positive and what needs to be improved throughout the process.	