

Senior Internship Student Checklist

Internship: May 21 – June 12 (Internship Fair June 13)*

Before the Internship (Before May 21)

- _____ Attend Information Sessions on Internship scheduled for December 6-8 during the lunch waves
- _____ Turn in senior internship application on the DHS website by **December 16**
- _____ Start networking to find worksites for senior internship. Meet with the site to clarify hours, attire, and duties during the internship
- _____ Worksite contract due with all signatures to Mrs. Messineo or Ms. Di Stefano by **February 28**
- _____ Teacher/Intern academic responsibility form due **March 7**
- _____ Attend mandatory Student Orientation, tentatively scheduled for **May 16**
- _____ Meet with mentor for an introduction
 - _____ Review the expectations of the program
 - _____ Exchange e-mail and other contact information
 - _____ Make a plan to meet academic requirements before the internship begins
 - _____ Review the site information, job description, work hours, and dress code
- _____ Teacher sign off form due to Mrs. Messineo or Ms. Di Stefano by **May 17**
- _____ Attend last day of classes **May 18**

During The Internship

- _____ Throughout internship, take notes/pictures for your portfolio

May 21 – May 25

- _____ Journal due to Mentor by May 24th

- _____ Send mentor completed time sheet so mentor can ensure the 25-30 hr/week requirement

May 29 – June 1

- _____ Journal due to Mentor by May 31st

- _____ Send mentor completed time sheet so mentor can ensure the 25-30 hr/week requirement

*Dates subject to change due to inclement weather

June 4 – June 8

_____ Journal due to Mentor by June 7th

_____ Send mentor completed time sheet so mentor can ensure the 25-30 hr/week requirement

June 11 – June 13

_____ Journal due to Mentor by June 12th

_____ Send mentor completed time sheet so mentor can ensure the 25-30 hr/week requirement

After the Internship

_____ Attend the **Internship Fair on June 13th at 7 p.m.** for all interns, their parents, mentors, and site supervisors when interns will present their portfolios

_____ At Internship Fair complete required evaluation forms

IMPORTANT NOTE: Please contact your mentor and the Internship Committee Chairpersons (Ms. DiStefano or Mrs. Messineo at (203) 309-2592 or email at seniorinternship@darienps.org) if there are problems at the internship worksite, as soon as a problem becomes evident.