

Senior Internship Mentor Checklist

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

Before the Internship (Before May 21)

_____ Attend Mentor Orientation, tentatively scheduled for Tuesday, April 24th at **2:30 p.m.** in the English/Social Studies Learning Connections room

_____ Meet with intern for an introduction

_____ Review the expectations of the program

_____ Exchange e-mail and other contact information

_____ Review the intern's plan to meet academic requirements before the internship begins(see academic planner)

_____ Review the site information, job description, work hours, and dress code with the intern

_____ Remind the intern to schedule an interview, if required, and/or make an introductory site visit prior to the first day of the internship – ONLY IF SITE WAS ASSIGNED TO STUDENT. Your attendance is not required for this visit. The intern may have other requirements to meet such as medical forms, or a drug test, depending on the work site

_____ Establish a schedule of communication with the intern and emphasizes the importance of prompt response to all internship-related communication

During The Internship

_____ Make a site visit during the course of the internship

_____ Oversee the intern's development of a portfolio and presentation for the Internship Fair

May 21 – May 25

_____ Monitor the Intern Log at minimum once this week to ensure that the intern is meeting his or her responsibilities

_____ Sign off on the intern's time sheet to ensure the intern is fulfilling the 25-30 hr/week requirement for this week

May 29 – June 1

_____ Monitor the Intern Log at minimum once this week to ensure that the intern is meeting his or her responsibilities

_____ Sign off on the intern's time sheet to ensure the intern is fulfilling the 25-30 hr/week requirement for this week

June 4 – June 8

*Dates subject to change due to inclement weather

_____ Monitor the Intern Log at minimum once this week to ensure that the intern is meeting his or her responsibilities

_____ Sign off on the intern's time sheet to ensure the intern is fulfilling the 25-30 hr/week requirement for this week

June 11 – June 13

_____ Monitor the Intern Log at minimum once this week to ensure that the intern is meeting his or her responsibilities

_____ Sign off on the intern's time sheet to ensure the intern is fulfilling the 25-30 hr/week requirement for this week

After the Internship

_____ Ensure that the student has completed the required work by the end of the internship

_____ Intern Logs

_____ Final Reflection

_____ Portfolio

_____ Evaluate the intern's portfolio and internship experience with input from the work site

_____ Complete the Faculty Mentor Evaluation Form

_____ 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

IMPORTANT NOTE: Contact the Internship Committee Chairpersons (Lauren DiStefano or Lisa Messineo at (203) 309-2592 or email at seniorinternship@darienps.org) if the intern fails to meet the expectations as soon as a problem becomes evident.