



TENNESSEE DEPARTMENT OF EDUCATION

Internship Orientation Checklist

Intern:

Supervisor:

Time/Date of Orientation:

I. Welcome and Introduction

What it means to work at this company

II. Workplace Tour

Overall tour of facility

Tour of work area

Fire extinguishers, fire escapes, exits, evacuation routes

Introduction to staff

III. Tour of Facilities

Rest Rooms

Parking

Lunch Rooms

Telephones

Storage for personal belongings

IV. About The Company

Discussion of company structure

Key people in the company

Type of business, products, services

Who our customers are

Other branches or divisions

V. Department Specifics

- Telephone Number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other departments /employees
- Hours
- Break times
- Lunch time

VI. Job Specific Issues

- Location of necessary supplies
- How to use phone/office equipment
- Job description
- Training plan
- Evaluation procedures

VII. Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention
- Safety Training Log, updated as needed

VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry, etc.)
- Performance expectations
- Company culture (teamwork, service, values, etc.)

IX. Materials

- Personnel handbook
- Organization chart
- Telephone directory
- Security procedures
- Required Documentation (The student's Personalized Learning Plan contains documentation required by TN child labor laws, copies of which must be maintained on site in the student's personnel file as well as at the school.)