

WORKPLACE INTERNSHIPS

TEACHER RESPONSIBILITY CHECKLIST (RESOURCE 01-02)

Suggested Timeframe	Task	Applicable Resource	Date Completed
Pre-semester	Recruit Students - potential student interns should be mature, display a pattern of good behavior, and express an interest in completing a workplace internship		
	Contact local businesses for mentors that could serve as potential matches for student placements		
	Develop mutual understanding of program performance expectations with host business and mentors.	01-04	
Weeks 1 - 2	Assist students in career research based on the findings of their interest inventories and self-assessments		
	Match students with mentors (local / in-person) based on their career interests		
	Make sure the school is using the correct internship course code for each student internship	01-01	
	Obtain signed Parent / Legal Custodian permission form	02-01	
	Confirm completion of Basic Facility Safety Review	02-02	
	Complete any applicable optional forms (example: Employee Certificate Application for Minors, Confidentiality form for a Healthcare sector internship)	02-03 02-04	
	Finalize logistics (e.g., transportation, workplace access, time tracking, etc.) for all student workplace experiences		
During School Year	Conduct and document onsite visits	03-01	
	Collect Weekly Work Records	03-02	
Near End of Year	Complete Student Evaluation (by mentor).	03-03	
	Complete Student Internship Written Summary	03-04	
	Complete Student Roster by Course Code,	03-05	
Conclusion	Confirm students have written Thank You Notes to their internship workplace mentors.	04-01	

Reminder: please never communicate student PII except in ways that comply with current Louisiana law.