

Coordinator Internship Checklist

Quick tips for work-based learning coordinators¹ to ensure successful internships.

Before the Internship

- Review the Fact Sheet and required documents/forms.
- Meet with teachers and discuss how they can help with student selection, internship design, reflection activities and support the classroom connection. Share the Teacher Tip Sheet.
- Maintain regular communications with teachers.
- Design and develop the internship with the employer.
- Establish a schedule for student interviews with the employer.
- Debrief following the interviews.
- Have the employer sign the worksite agreement.
- Identify interested students and review resumes.
- Select and refer qualified students matched to employer specifications.
- Schedule student interviews with employer, and confirm placement details by providing employer and student with offer letter.
- Conduct a mandatory site visit to address key legal or safety issues.
- Prepare internship hosts by providing an orientation and determining the preferred frequency and method of contact.
- Prepare students by sharing the student tip sheet and developing specific learning objectives for their work-based learning plan.

During the Internship

- If possible, meet with the student and worksite supervisor at the workplace and observe workplace activities. Finalize training plan and make appointments for any future visits.
- Assist the worksite supervisor in completing the Employer Evaluation of student performance at the mid-point and completion of the internship.
- Facilitate learning by coordinating opportunities for students to reflect on their internships in the classroom and regularly assess progress using evaluations.
- Monitor student timesheets and payroll processes and resolve any issues that may arise.

After the Internship

- Conduct follow-up activities by reviewing the completed evaluations with the student.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Provide avenues for feedback on the effectiveness of the internship and make recommendations for adjustments in the future.
- Coordinate opportunities for student reflection with teachers to help students make the connection between this internship, classroom learning and next steps.
- Document the experience and provide reports to school leadership and employer partners.

Sample Internship Timeline

Three months in advance:

- Develop and design the internship.
- Confirm student availability and schedule with appropriate stakeholders.
- Get signed worksite agreement.

Two months in advance:

- Review resumes.
- Schedule student interviews.
- Process results.
- Confirm placement details.
- Conduct a site visit.

One month in advance:

- Prepare internship hosts.
- Prepare students.
- Prepare teachers.

One week in advance:

- Confirm details with all parties.

On the start date:

- Check in with student and employer.

¹ In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.