

Pre-Internship Site Visit Form

General Information

Date of visit: _____

Coordinator: _____

School or organization: _____

Employer/site name: _____

Site contact: _____

How many interns can the site host? _____

Industry area of Internship: _____

Focus area with industry of Internship (ie: business-sales) _____

*Name of participating student(s): _____

*Participating School(s): _____

(Note TBD if students and schools not yet selected.)

Work Location and Safety

- 1) Where will the interns work? _____
- 2) Will a work station be provided? Yes ___ No ___
 - a. If so, where will the work station be? _____
- 3) Will tools/equipment be provided? _____
- 4) Is the site safe? Yes ___ No ___
- 5) Is the site clean? Yes ___ No ___
- 6) Is there a procedure for clocking in? Yes ___ No ___
- 7) Will the student need an ID? Yes ___ No ___
- 8) What is the dress code for the site? _____
- 9) Is the bathroom accessible by the intern? Yes ___ No ___
- 10) Is there a breakroom? Yes ___ No ___
- 11) Is there a place for the student to keep their belongings? Yes ___ No ___
- 12) What are the safety procedures? _____
- 13) Are there any areas that are off limits? Yes ___ No ___ (If Yes, please explain)

- 14) Will there be any travel involved during the internship? Yes ___ No ___
- a. If so to where? _____
- b. What transportation will the student have to any offsite areas? _____
- 15) Are the work site accommodations suitable? Yes ___ No ___

Supervisor Information

Where will the supervisor be located in approximation to the intern?

- 1) Site supervisor contact info

Name: _____ Telephone: _____ Email: _____

- 2) Please list additional supervisors the intern may be working with if different than above:

Name: _____ Telephone: _____ Email: _____

Name: _____ Telephone: _____ Email: _____

- 3) If the site contact listed at top is not in the office who is in charge?

Name: _____ Telephone: _____ Email: _____

Job Description

- 1) Has a job description been submitted by the employer (or approved by employer)? _____
- 2) Does the supervisor agree to the job description? Yes ___ No ___

Host Orientation/Training (Please update if occurs after the site visit)

- 1) Has the host received an orientation or training? Yes ___ No ___
- 2) Has the host been provided with a handbook and attachments? Yes ___ No ___

Additional Comments

As a duly authorized representative of NYC Public Schools, or an authorized representative of an approved partner organization of the NYC Public Schools, I affirm that I have visited the internship worksite and that the Host Supervisor, and/or Worksite Representative has signed the Internship Host Agreement.

Signature – WBL Coordinator/Authorized Representative

Date

Adapted from materials developed by the NYC Public Schools