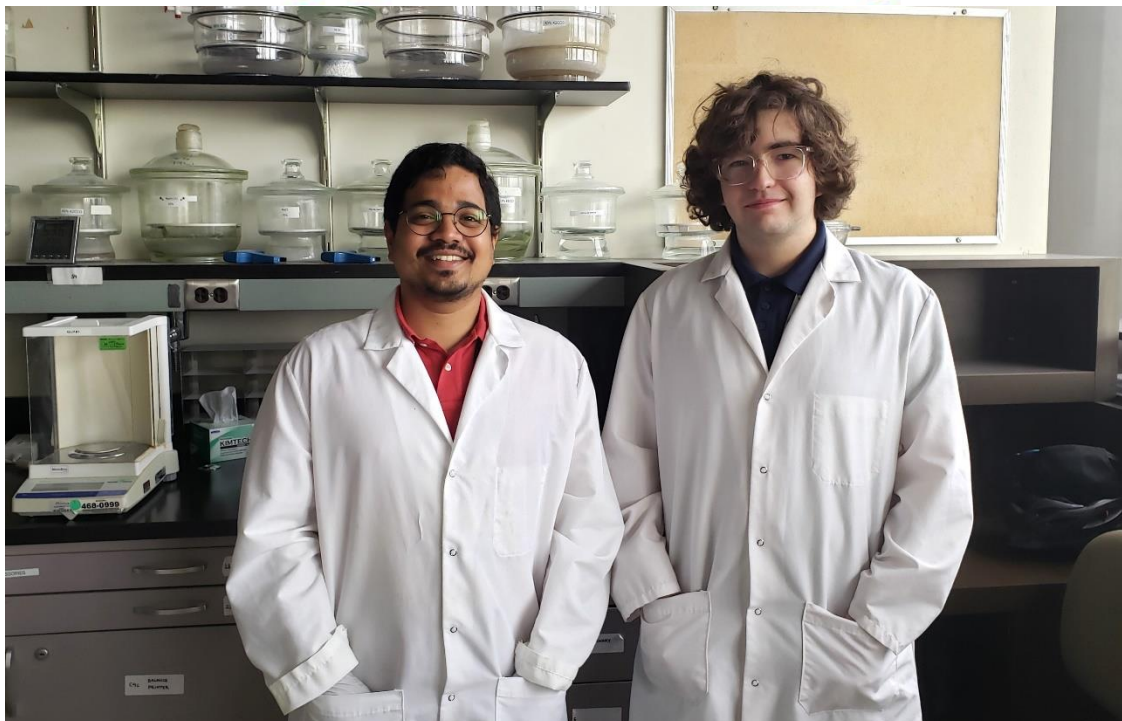


step up

Weekly Job Coach Update



Getting Into a Routine

Things You Need to Know

Be intentional about the first week of the internship—it's one of the best ways to ensure both you and your intern have a fantastic experience this summer. Review the [Supervisor Checklist](#) for a list of items to cover with your intern during this first week.

Remember that starting a new job is scary and often overwhelming. Strive to foster a welcoming atmosphere, establish a strong connection, and help your intern get grounded into how things work. We strongly encourage you to develop a [Workplan](#) and schedule weekly [Check-ins](#) with your intern/s to ensure strong and open communication.

We are also encouraging interns to check-in with their supervisors about the projects they will be working on and whether they will have some choice in determining this. Please be prepared to talk to your intern about this and to answer their questions about the professional development opportunities that they can expect this summer.

Setting Goals and Expectations with Your Intern

The most important thing to do with your intern in the first week is to set appropriate

expectations. Keep in mind that this may be your intern's first time in a professional work environment, so it is critical to set expectations even about things that may seem like common sense to you as an experienced professional. Here are some aspects of the workplace to set expectations about:

- The work schedule, including the days they will work each week and the start and end time of their work each day.
- Who the intern should contact if they are going to be late or sick and how they should contact them (email, phone, or text).
- Appropriate work attire for your workplace, safety policies and emergency preparedness.
- Meal and break logistics, including how this time is documented and where breaks can be had in the office.
- Technology policies, including the use of cell phones in the workplace and accessing social media sites on work computers.
- Any "unwritten" expectations of the job or workplace.
- Suggest a colleague for your intern to connect with as a "Mentor" or to provide a job shadowing opportunity too.

You should also take time during the first week to **review the [Workplan](#)** you developed with your intern. Explain the goals for the position and allow the intern to provide input and feedback. Take the feedback into account and tweak the work plan, if possible, to reflect the strengths, interests and goals of your intern.