

step up Weekly Job Coach Update



Thank You and Welcome to Summer!

Thank you for being part of Step Up in Summer 2024! We couldn't do this program without you. We are so excited for you and your intern(s) to have a wonderful summer!

Tips for a Strong First Week for Your Internship

Want to get your internship off on the right foot? Here are some tips:

- Ensure that your intern knows the time and place they should arrive at the worksite on their first day of their internship.
- Communicate any lunch considerations your intern should know. For example, be sure to let them know whether they can or should bring a hot or cold lunch.
- Develop a work plan for your intern before the first day. Use the [Work Plan Template](#) and see more information in the [Supervisor Handbook](#) see page 16.
- Set appropriate expectations for your intern, even about very basic or common-sense aspects of the workplace. This will likely be your intern's first professional work experience and workplace safety should be a priority.
- Explain workplace policies like appropriate work attire and who to contact if they will be late or sick. Ensure the workspace is clean and free of health and safety hazards.
- Provide a workplace tour and cover workplace logistics, like what breaks your intern is entitled to and where they can eat lunch.
- Discuss your intern's work plan and allow them to provide input.

- Review workplace technology and related policies. Do not assume your intern is familiar with the technology your office uses.
- Refer to the [Supervisor Checklist](#) for items to cover with your intern in the first week.