

## Internship Program Resource Guide

This resource was a live document when you downloaded it which means it may be updated with new resources periodically. Check back to download a new version in the future for additional resources and guidance.

### How to Start

1. **Internship Program Video Introduction:** Start with visiting the [Internship Program page on the Center for Healthy Communities website](#). This provides a brief overview of how to start an internship program and how it can benefit your campus.
2. **Resource Guide:** It will show you what resources are available and how to use them.
3. **Internship Program Overview:** Start here to review the Internship Program Overview Presentation. This will help you build a vision for your internship program.
4. **Internship & Student Employee Coordinator Checklist:** This comprehensive checklist lays out all the details for getting your internship program up and running. From when to promote your internship opportunity to keeping track of intern hours, this checklist has it all.
5. **Example Intern Job Description:** Plain and simple internship description from the Center for Healthy Communities to help guide your description development.
6. **Customizable Internship Application:** This resource is perfect for creating your very own internship application.
7. **Internship Coordinator Cheat Sheet:** A condensed version of the more comprehensive checklist, this sheet will help you stay organized after you start your internship program.

For technical assistance or if you have questions about how to implement this Basic Needs strategy on your campus, contact the Center for Healthy Communities at (530) 898-5343 or [chc@csuchico.edu](mailto:chc@csuchico.edu)



**Center for  
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## **Resources for Implementing an Internship program**

- 1. Intern Activity Log:** Perfect resource to keep track of intern activities and hours. Consider uploading this document to the cloud so you can view in real time and share with your intern or create multiple activity logs for a team of interns.
- 2. Intern Orientation:** Modify this internship orientation presentation for your on-boarding of new interns each semester or academic calendar year. The resource covers the basics of an internship and important guidelines. It also has slides for you to customize based on your program and campus.
- 3. Example Photo Release Form:** This is an example of a photo release form. Your campus likely already has a photo release form. We recommend each intern complete this form before beginning their internship. This helps mitigate any issues of using photos any interns are in for promoting your program.
- 4. Volunteer-Information-Form:** This form can be revised for your specific campus requirements. We recommend all interns receive units for best practices and liability purposes. In the rare case an intern cannot receive units, this volunteer form may be a solution. Recommendation is to check with your campus human resources department.
- 5. Intern Objectives Performance Review:** This resource helps you determine what interests and objectives each intern has and allows you to better create a valuable internship experience for them. Additionally, the resource doubles as a performance review document.

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