**Internship Coordinator Cheat Sheet**

**A continuous cycle to use once you are up and running with your interns, this is based on a 3 semester/academic year calendar (Spring, Summer and Fall).**

**Before Semester Begins**

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| Email new interns and supervisor(s) of upcoming intern orientation * Intern email should include attachments of volunteer form and media release
 | *Occurs week prior to school starting*  |
| Email Risk Management to prep waiver  |   |

**Within First Week of Semester**

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| --- | --- |
| Host Orientation * Bring sign in sheet with columns for volunteer form, media release, risk management waiver and units desired
* Bring extra copies of all documents, need to check IDs for volunteer form
* After Orientation, update excel spreadsheet and communicate units to who you put in charge of Units Spreadsheet and send over to associate director or director, who will submit to the department(s)
 | *First Tuesday evening of semester* |
| Email supervisor(s) to confirm interns are ready to go!  |   |
| Email continuing staff/interns about units  |   |

**Early-mid Semester**

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| --- | --- |
| Create table of upcoming dates for next semester   | *App deadlines, Meet & Greet, interviews, placement, orientations/trainings*  |
| Update schedule on Website  | ***March 1 and October 1*** |

**Mid-semester**

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| --- | --- |
| Send mid-semester email to interns  | *Number of hours, future interest in interning/staff*  |
| Forward mid-semester intern email to supervisor (s). | ***Complete evaluation, review checklist, begin staff planning*** |
| Book 25/35 Main St conference room for student staff interviews  |   |
| Request time to discuss staffing needs at supervisor meeting  |   |
| Schedule intern selection meeting and send invite to all  | ***For both summer/fall*** |

**Mid-late Semester**

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| --- | --- |
| Facilitate discussion with supervisor (s) on plans for current/future students  |   |
| Email supervisor(s) asking to update google doc w/plans  |   |
| Initiate intern recruitment efforts  | ***Email associate director or director and departments to include in announcements*** |
| Plan Intern Meet & Greet  |  |
| Email individual in charge of surveys to prep intern surveys  | ***Use survey links in end of semester email*** |

**Late Semester**

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| --- | --- |
| Email interns “end of semester” reminders and to-dos | *2 surveys, performance evaluation, app deadline*  |
| Email supervisor(s) on end of the semester to-dos  |   |
| Receive applications for new/continuing interns/staff  | ***Respond to apps within 3 days of receiving them*** |
| Create Intern Spreadsheet  | ***Route to all supervisors*** |
| Conduct student staff interviews  |   |
| Facilitate Intern Meet & Greet  |   |
| Create template acceptance emails  | ***New and returning interns*** |
| Facilitate intern selection meeting * Email supervisor(s) to confirm and finalize
 |  |
| Email interns with primary supervisor cc’d  |  |

**Fall Semester**

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| --- | --- |
| Email fall interns again to confirm their commitment, availability update and orientation info  |  |