

Checklist - The Job of an Internship Supervisor

1) Preparations (before the internship)

- Plan the training period & plan suitable tasks: fill in **Internship Activity Plan** (cf. 1.3).
- Prepare company cards/passes & (if necessary) computer login.
- Check security routines – for example rules for minors under 18.
- Fill in the **Work Place Risk Analysis** form if required (cf. 1.4).
- Check if necessary insurance coverage is provided.
- Check the company's checklist for new employees.
- Pass the information to the colleagues and future co-workers of the trainee in your department.
- Also provide a **Practical Information Document** with information about about:
 - work clothes,
 - security rules and routines - fire alarm, injury - safety regulations,
 - routines when sick/ time off,
 - time of lunch break, coffee breaks,
 - floor plan of the company (lunch room, toilets),
 - all necessary phone numbers for the trainee,
 - company values,
 - code of conduct (honesty, theft).

2) Reception and Introduction of the Trainee

- Meet the trainee at the entrance.
- Welcome – the first impression is important – and general introduction to the company (cf. 2.1).
- Go through the **Internship Activity Plan** (1.3) & the a **Practical Information Document** (1.4)
- Get work clothes, lockers, routines for changing/ or dress code.
- Tour of the workplace: show the company in whole & different departments.
- Present the trainee to your colleagues.
- Check professional secretary – documents to be signed?
- Ergonomics: working postures, handling of materials and tools, workplace layout.

3) Tutoring (during the internship)

- How to tutor a trainee – different learning styles: active, reflective, theoretical or practical (2.5).

Give special attention to:

- Try to engage the trainee in the work team.
- Motivate the trainee.
- Take your responsibility as a mentor.
- Treat the trainee with respect.
- Have a dialogue with the trainee continuously.
- A trainee has no responsibility for production!

4) Follow up/ feed back (3.1)

- Give feedback: listen – follow up positive and negative aspects.
- At the end you have an assessment conversation with the trainee.

