DREW UNIVERSITY
INTERNSHIP PROGRAM
SUGGESTIONS FOR ORIENTING A STUDENT TO A SITE

! Review projects for the semester with the student.

! Share organizational chart and departmental goals as they relate to the student's project or work.

! Introduce student to co-workers and other appropriate personnel.

! Provide a tour of the organization--include restroom, coffee, etc. Explain parking and security regulations.

! Determine schedule and what student needs to do if unable to attend due to illness.

! Provide reading materials which describe the organization.

! Discuss general expectations of the student and also of the supervisor.

! Give the student a context for his/her work to see how each task fits into the larger picture.

! Establish with student the procedures for problem solving when the supervisor is not available.

! Include (when possible) student in lunch or break plans.

*** Schedule regular, periodic meetings with the student to discuss progress and to deal quickly with problems that may arise.***