HILLSBOROUGH COMMUNITY COLLEGE
CRIMINAL JUSTICE TECHNOLOGY PROGRAM

INTERNSHIP ORIENTATION CHECKLIST

STUDENT'S NAME		DATE
ON SITE SUPERVISOR	AGENCY	

It is necessary for each internship student to be **briefed by the on site supervisor** in terms of the following issues as well as any other additional orientation **that the agency deems necessary for the student.** This should be done as soon as possible, **and not later that the third week of internship.** The **on site supervisor's signature is proof that the orientation is complete.** The form should be returned directly to the HCC instructor.

	COMPLETED	NOT RELEVANT
DRESS CODE		
EXPECTATIONS OF INTERNSHIP STUDENTS		
AGENCY CONFIDENTIALITY AND ETHICS		
LUNCH TIME		
STAFF TO NOTIFY IF STUDENT IS ILL AND WILL MISS INTERNSHIP		
POLICIES CONCERNING LOCKED AREAS (KEYS AND THEIR USES)		
NAMES AND FUNCTIONS OF STAFF MEMBERS		
NAME OF STAFF WHO WILL FOLLOW IF DIRECT SUPERVISOR IS ILL OR AWAY		
REVIEW OF RELEVANT POLICIES AND PROCEDURES OF AGENCY		
ADMISSION PROCEDURES		
ASSESSMENT PROCEDURES		
TREATMENT PLAN PROCEDURES		
SPECIAL PROCEDURES		
GROUP PROCEDURES		
REPORTING PROCEDURES		
RELEASE/DISCHARGE PROCEDURES		
TELEPHONE PROCEDURES		
VISITOR PROCEDURES		
SECURITY PROCEDURES		
This is to verify that an internship orientation has been completed On Site Supervisor's Signature Date		