MTC High School Summer Internship
Mentor – Intern Checklist

The following items must be discussed between the work site mentor and the intern.

Fax or Email completed checklist to both MTC Intern Coordinator (510-817-5848/ InternCoordinator@mtc.ca.gov) AND Denise Berry at Career Alliance (888-819-3353/ denise@CareerAlliance.net)

Work Expectations:

☐ Review of job duties and expectations

☐ Review of Meal and Rest Periods, Proper Timecard Completion, required forms

☐ Hours of work: _____

☐ Who to contact at the Agency (name/ph #):

_____

   ❖ In case of absence
   ❖ In case of late arrival

☐ Personal use of computers and office equipment (If policy, provide student copy)

☐ Off-site work standards

☐ Dress code

☐ Parking & transportation (includes MTC's H.S. Internship Driving Policy)

Safety:

☐ Building Emergency procedures and location of First Aid/Fire Extinguishers

☐ Intern family member/guardian to contact in case of Emergency (name/ph #):

_____

☐ Who to contact at Agency in case of Emergency or Safety Hazard (name/ph #):

_____

   ❖ i.e., in case of injury, fire, toxic odors

☐ Reporting problems while working in the field (if applicable)

☐ Reporting procedures of Injuries & Illness while on the job

Supervisor will immediately contact:

Career Alliance: Denise Berry at 510-464-8080 (office) 510-410-2696 (cell) AND

MTC: Ann Macaulay at 510-817-5741 OR Yulee Kim 510-817-5807

Other:

☐ Sexual harassment policy

☐ Agency specific policies/guidelines (list): _____

_____

We have thoroughly discussed these items and have reached a mutual agreement regarding work expectations, safety procedures, and sexual harassment in the workplace.

_____   _____
Work Site Mentor Signature   Date

_____
Printed Name of Work Site Mentor

_____   _____
Intern Signature   Date

_____
Printed Name of Intern