

# University of Adelaide (Host)

## New Intern Checklist



Student Details			
ID:		Name:	
Position:			
School/Branch:		Commencement Date:	
Host Supervisor:		Host Buddy:	

The checklist below includes recommended induction tasks to be undertaken for your new student intern. Work areas may choose to include additional activities to the checklist below so it reflects local needs. Generally the tasks below will be performed by the Host Supervisor, however they may be delegated as appropriate within the work area.

Pre-Commencement	
Done	Task
<input type="checkbox"/>	<p><b>Contact Student (at least 1 week prior to commencement date)</b> Contact the Student and discuss arrangements for first day (e.g. location, start time, who to meet, what to bring etc.).</p>
<input type="checkbox"/>	<p><b>Preparation ahead of intern commencement (at least 1 week prior to commencement date)</b></p> <ul style="list-style-type: none"> <li>Arrange physical and digital access as required e.g.: <ul style="list-style-type: none"> <li>Building access (If in a secured area <i>either access via card or alternate arrangements for access.</i>)</li> <li>Records Management Licence Application (if applicable)</li> <li>Shared Network Folder Request/Box set up (for assistance in setting up a Box folder which is shareable with students, please contact <a href="#">IT directly</a>).</li> </ul> </li> <li>Arrange a work station, computer and any other equipment the person requires.</li> <li>Prepare an Induction pack for the intern. You may wish to include the following: personalised induction agenda, key contact list, strategic/operational/business plans, projects plans/calendars, process instructions, and anything else which will help the new intern to complete the project.</li> <li>Notify the Student of any applicable team/area/project meetings upcoming key events and request them to diarise these.</li> </ul>
<input type="checkbox"/>	<p><b>Notify Work Area Staff (one week prior to commencement)</b> Email School/Branch/team to advise when the new student will be commencing. Provide brief outline of new student's background, role, reporting line and their location.</p>

First Day	
Done	Task
<input type="checkbox"/>	<p><b>Welcome and Introduction meeting</b></p> <ul style="list-style-type: none"> <li>Introduce to host buddy, immediate team members, and any other staff as appropriate.</li> <li>Show intern to their workstation.</li> <li>Provide with induction pack.</li> <li>Check with intern that they have returned their host agreement forms. If not they should forward to <a href="mailto:internships@adelaide.edu.au">internships@adelaide.edu.au</a> or via relevant Internships contact.</li> <li>Identify and discuss the Non-disclosure Agreement (NDA) (<i>if applicable</i>)</li> <li>Ensure intern has a clear understanding of the role and clarify duties.</li> <li>Discuss project objectives and agree to key timeline markers.</li> <li>Discuss expectations for maintaining confidentiality of information (<i>if applicable</i>).</li> <li>Discuss initial tasks/projects, and any immediate or urgent activities.</li> <li>Ensure new intern is appropriately set up to begin work on agreed tasks including access to any required data or resources.</li> </ul>
<input type="checkbox"/>	<p><b>Workplace tour</b></p> <ul style="list-style-type: none"> <li>Provide a tour of floor/building/campus including amenities, facilities, meeting rooms and any associated protocols or requirements.</li> </ul>

<input type="checkbox"/>	<b>Local Health &amp; Safety Induction</b> <ul style="list-style-type: none"> <li>Provide a Local Health and Safety Induction which covers the information that the intern should know in order to operate safely within their new work environment; including any general safety information required by the School/Branch/area. (For further information refer to the <a href="#">HSW Training &amp; Induction</a>).</li> </ul>
<input type="checkbox"/>	<b>Initial Planning discussion</b> <ul style="list-style-type: none"> <li>Plan the activities to be undertaken during the internship.</li> <li>Set goals and milestones for internship.</li> </ul>

During Internship	
Done	Task
<input type="checkbox"/>	<b>Work Area Practices (first week)</b> <ul style="list-style-type: none"> <li>Discuss School/Branch/Team approach to work arrangements, notifying illness, work hours, stationery etc.</li> <li>Discuss any work area/team values or guiding principles.</li> <li>Discuss any work area practices, team meetings, networks.</li> </ul>
<input type="checkbox"/>	<b>Individual Support (first week, then ongoing throughout)</b> <ul style="list-style-type: none"> <li>Identify essential processes and systems training (<i>if applicable</i>).</li> <li>Identify any further assistance the intern might require, and provide opportunity to ask questions.</li> </ul>
<input type="checkbox"/>	<b>University Policies and Procedures (first 2 weeks)</b> <ul style="list-style-type: none"> <li>Discuss relevant <a href="#">policies</a>, procedures, <a href="#">delegations</a>, <a href="#">legislation</a>, clauses and <a href="#">Code of Conduct</a> as required for internship tasks.</li> </ul>
<input type="checkbox"/>	<b>Check-in Conversation (Ongoing throughout)</b> <ul style="list-style-type: none"> <li>Discuss progress throughout the project with intern (<i>it is highly recommended that the supervisor schedules regular meetings with the intern for this purpose</i>).</li> <li>Discuss progress against milestones and goals</li> <li>Address any challenges, answer questions and provide feedback.</li> </ul>

Finalising Internship	
Done	Task
<input type="checkbox"/>	<b>Final Check-in Conversation</b> <ul style="list-style-type: none"> <li>Confirm status of relevant tasks/project.</li> <li>Informal discussion with intern about possible career progression (<i>do you have anyone in your network that could possibly support intern in expanding their work experience</i>)</li> <li>Address any challenges, answer questions and provide feedback.</li> <li>Ensure return of any materials and equipment the student may have used during internship.</li> </ul>
<input type="checkbox"/>	<b>Formal feedback to the University</b> <ul style="list-style-type: none"> <li>Ensure any relevant feedback for the Internship is provided to the course coordinator (<i>where applicable</i>.)</li> </ul>

If you have any questions or concerns that arise throughout the internship, please do not hesitate to contact the Internships Team [internships@adelaide.edu.au](mailto:internships@adelaide.edu.au)