

Getting Started with SJP Checklist

To assist you with transitioning into your approved internship site, it is highly recommended that you ensure the following items have been addressed. All sites on-board students differently, this document should be viewed as a guide to point you in the right direction.

Background

- Review your site project and their website prior to contacting the site supervisor to familiarize yourself with the organization's mission and major programs. Also research basic information about your site supervisor's role at the site. Become knowledgeable by doing a little homework first.
- For your first contact with your site/site supervisor, call the number provided from your placement notification to introduce yourself as the incoming Adler SJP intern and to set-up your first meeting. If no one is available, be sure to leave a message and follow-up with an email.
- You may be placed with other Adler interns. As your SJP begins, be sure to determine (along with your site supervisor) how your team should meet and work together. If you are not placed with other Adler interns, simply determine your schedule along with your site supervisor.
- Prior to your first meeting, find out about any HR requirements that need to be satisfied before beginning (if applicable) and bring these items to the initial meeting.

Initial Meeting

- Make sure you bring any documentation requested to the meeting with your site supervisor to expedite your on-boarding processes.
- At this initial meeting, try to determine an official start date, consistent schedule, and dates to complete evaluations on the Time2Track. You are required to spread your hours over the span of 6 months minimum at the site.
- Ask if there are any important materials related to the project that might help you get acclimated before your start date (i.e. articles, books, videos, or grant proposals)?
- You might also want to briefly discuss the work culture of the organization. You should ask: How does your site supervisor prefer you to dress at the site? Is there a protocol for how to address staff, and how you will be addressed by the staff (i.e. title, role, formal/informal)? Think about other things that will also help you assimilate quickly.

These are suggested steps to get you started. May vary by site.