**Student Orientation Agenda**

The student orientation for the internship program should provide in-depth information about performance expectations and logistical details. The orientation should be scheduled about a month before the internship and at a time convenient for students and their parents/guardians. The orientation should be led by the WBL coordinator and take about an hour. The school-based supervisor(s) should attend the meeting. As an option, workplace supervisors could be invited to attend as well.

A sample agenda for a student orientation session is presented below:

* Introduce school-based supervisor(s) and other district or school staff working on the internship program -- 5 minutes
* Review expectations for internships -- 20 minutes
	+ Time and duration
	+ Behavioral expectations
	+ How the learning agreement will be used to guide student work and document skill attainment
	+ How the school-based supervisor will work with the workplace supervisor and student
	+ Reflection activities during and after the internship
* Review logistical requirements -- 20 minutes
	+ Student registration/parent permission forms
	+ Transportation (provided by student, family, friend, or another source)
	+ Use of time sheets to record hours
	+ Payment of wages or stipends and documentation required to earn credit, if applicable
	+ Evaluation at the end of the internship
* Questions and answers -- 10 minutes