

# MTC High School Summer Internship Mentor – Intern Checklist

Intern Name \_\_\_\_\_

Agency \_\_\_\_\_

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

Email completed checklist to MTC Intern Coordinator at [InternCoordinator@bayareametro.gov](mailto:InternCoordinator@bayareametro.gov)  
AND Denise Berry at Pathways for Students at [denise@pathwaysforstudents.org](mailto:denise@pathwaysforstudents.org)

## 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 a copy)
- Off-site work standards
- Dress code
- Parking & transportation (includes MTC's H.S. Internship Non-Driving Policy)
- Other: \_\_\_\_\_

## 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:  
**Pathways:** Denise Berry at 510-464-8080 (ofc) 510-410-2696 (cell) AND  
**MTC:** Intern Coordinator 415-778-5207 (direct phone)

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**Other:**

Agency's 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 harassment in the workplace.

\_\_\_\_\_  
Work Site Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Work Site Mentor (Printed)

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Intern (Printed)