INTERNSHIP RESOURCES- Resource Allocation Checklist

Financial Resources

Will your intern be paid? If so, at what hourly rate?

If your intern will receive monetary compensation, have funds been allocated in your budget?

Will your intern need a parking pass, or will your intern be reimbursed for parking costs?

Will your intern be reimbursed for mileage?

Will your intern receive a housing allowance?

Time Resources

Will your intern participate in a new employee orientation session?

Will your intern’s mentor set aside time for regular meetings with the intern throughout the duration of the internship?

Will others in the department set aside time to answer questions as they arise?

Will the intern work five days a week or an alternate schedule, and how will this impact the duties that may be assigned to him/her?

Material Resources (Check all that apply)

[ ] Computer

[ ] Software package:____________________________________________________

[ ] Organizational e-mail account

[ ] Telephone extension

[ ] Voice mailbox

[ ] Parking pass

[ ] Office supplies:____________________________________________________

[ ] Workspace (cubicle/desk)

[ ] Other:_____________________________________________________________