

HITING THE GROUND RUNNING AS AN INTERN: FIRST 72 HOURS
A To Do List of
Introductions, Communication, Information, Schedules, and Procedures
by
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Obtain staff name tag
Introduction to the special education director, special education secretary, principal
Introduction to guidance counselors, social workers, deans, speech pathologist, occupational therapists, etc.
Introduction to special education and regular education teachers (time permitting)
Obtain keys to office and bathroom
Parking sticker and location of staff parking spaces.
Name on mailbox in mailroom.
Forms for Superintendent's Office: TB test form, W-4 tax form, Internship Approval form from ISBE's website.
Copy of Internship Agreement from University
Set up telephone voice mail and phone extension, if available.
E-mail: how to log on, orientation to computer network to access student schedules, discipline, attendance information, announcements, etc.
Computer set-up, password, use of computer printer.
Obtain campus map or layout of building, location of schools in district, tour of the school, location of pertinent offices.
Review documents: parent-student handbook (e.g., student rules), phone directory, emergency phone tree.
Review staff handbook (school calendar, dress code, discipline procedures, sick day policy, expected working hours, transportation reimbursement).
Review district's crisis plan procedures.
Review lunch options and costs.
Assign file drawer(s), bookshelf for intern's materials.
Access to professional books in office.
Procedures for making Xerox copies.
Location of computer, printer
Schedule for weekly intern supervision (e.g., specified time or ad hoc blocks of time as needs arise)
Procedure for filling out conference request form (e.g., to attend Intern Workshop or ISPA Annual Conference)
Block out ISPA conference dates, school holidays, department meetings, team meetings on personal

planner.

Notify special education or personnel secretary about name, birth date, phone number, and address.

Become aware of schedule for 20 day rotation in high school or elementary district.

Discuss office procedures (e.g., locking doors, security, etc.).

How to obtain office supplies (paper, post-its, etc.)

Schedule for staff supervision in hall, if necessary.

Relaxed time to talk with intern supervisor

9-2-05

