Agency/Organization Name

Department

Orientation Plan**

Monday, June 3:
9-10 Tour of facilities
10-12 Overview of role & responsibilities, introduction to space and supplies
12-1 Lunch with Supervisor
1-3 Overview of history of program, go over To-Do list for first 2 weeks
3-5 Intern get settled in and work on To-Do list

Tuesday, June 4:
9-10 Go over list of people to meet with and questions to ask them
10-11 Staff Meeting
11-12 Intern schedule meetings with people and work on To-Do list
12-1 Lunch with Executive Director
1-5 Intern shadow different roles in the agency

Wednesday, June 5:
9-11 Intern sit in on planning meeting for camp
11-12 Intern work on To-Do list
12-1 Lunch with a board member
1-2 One-on-One check in with supervisor (weekly)
2-5 Intern meet with co-workers for introductions, work on To-Do list

Thursday, June 6:
9-10 Check in with supervisor, ensure intern has plenty to do and is getting comfortable
10-12 Work on To-Dos and meeting with co-workers
12-1 Lunch with co-workers
1-2 planning meeting
2-5 work on To-Dos

Friday, June 7:
9-10 Check in with supervisor, ensure intern has plenty to do and is getting comfortable
10-12 Work on To-Dos and meeting with co-workers
12-1 Lunch on your own
1-4 work on To-Dos
4-5 Revisit intern’s To-Do List together and revise for upcoming week

TO-DO List:
• Set meetings with individuals on the Meeting list from supervisor, meet with them, introduce yourself, learn about their work, share about your interests and questions about our organization’s work
• Create 8 lesson plans for the first 2 weeks of camp
• Help fellow staff to stuff folders for a fundraiser
• Tour the facility with supervisor (see calendar)
• Shadow case workers to learn their job, ask questions, get to know them
• Attend staff meetings, board meeting
• Familiarize yourself with the computer system – for help go to Joe Smith (extension 123)
• Read the history of the program you are helping to lead (in binder) and identify your goals

Supervisor: Program Director, Name & Contact Information

** The Orientation Plan must include (at a minimum):
• A full tour of the facilities
• An overview/explanation of the history of organization and program
• An introduction to organization employees (ideally by providing the intern with a list of people to meet with, their contact information, and questions to ask them)
• A detailed to-do list for the first 2 weeks of work