



Syracuse City School District  
725 Harrison Street, Syracuse, NY 13210

# SCSD Internship Worksite Orientation (Form #7)

\_\_\_\_\_  
Student

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor or Supervisor

\_\_\_\_\_  
CTE/ WBL Teacher

## Company Orientation

Directions: Be sure that your student employee obtains information about the factors listed below. Check the information on each item as it is completed. Return the completed form to the CTE Teacher or Work Based Learning Coordinator.

### Tour of Workplace

- A tour of the workplace
- An overview of the company safety plan
- Introductions to co-workers

### Tour of Employee Facilities

- Rest rooms
- Lunch room
- Where to store personal belongings

Other \_\_\_\_\_

### Safety Plan

- Safety plan
- Stairwell/fire exits
- Fire Extinguishers
- Special hazards
- Accident prevention
- Safety Training Log, updated as needed

### About the Company

- Discuss company organizational structure
- Review type of business, products, services
- Overview of who the customers are

Other \_\_\_\_\_

\_\_\_\_\_  
Employer/training sponsor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
CTE Teacher/WBL Coordinator

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### Department/Position Specifics

- Explanation of work schedule
- Review of dress and conduct code
- Review of hours, breaks and lunch policies
- Location of time clock or sign-in
- Attendance requirements, including procedures for calling in when absent
- Relationship to working with other departments or co-workers

### Job Specific

- How to use the phones and office equipment
- Supplies, paper, pens, etc.
- Job description, Work-Based Learning Plan and evaluation process

### Supervisors Expectations

- Dress code including clothing, hair and jewelry
- Work performance including productivity and work habits
- Company culture

### Materials provided to intern

- Copy of personnel handbook
- Organizational charts
- Telephone directory
- Security procedures

