# Internship Site Contact Information

Ask about and complete the information below on your first day of work with the supervisor(s) you will be working with this academic year. These are good questions to ask early in any new job.

Your site may have additional information to add. Spaces are provided for contact information for each item, but you may write “same as supervisor” or whoever is appropriate if the same person is the contact for multiple questions or issues. *This worksheet serves as a reference for you and can be updated as needed.*

## **General Contact Information**

Everyone has different preferences for staying in touch for your internship work. Ask for the best contact method to reach out to your supervisor(s) this year. Enter it below and save it in your phone for easy contact later.

[NAME 1] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

[NAME 2] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

## **Scheduling**

You are expected to notify your site of known scheduling changes, such as different work times for big exam weeks or healthcare appointments, at least 1 week in advance. If you are sick or otherwise unable to come to work at the last minute, there’s usually one person who keeps track of everyone. Enter this information in your phone or keep it nearby.

[Schedule Change Name] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

## **Timesheets**

The LHSI office does not edit timesheet, it must be done by a timesheet approver on your internship team. Timesheet approvers aren’t always your supervisor. Leave a timesheet note with edits and then email the approver.

[Timesheet Approver Name] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

# Tasks and Your Work

## **Check-in Meetings**

You are expected to have regular check-in meetings with the intern and supervisor. This can be 20-30 minutes per week or every other week.

Your meeting/check-in time and day will be: Click or tap here to enter text.

## **Questions about tasks**

If you have a question about your assigned work and it can’t wait until your next meeting with your supervisor, you should ask:

[NAME] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

If you have downtime or need something else to do soon, you should ask:

[NAME] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

## **Supplies**

Being a good team member means making sure everything you need is stocked and ready to use. Learn the process for preparing what you can within your office or lab. If you run low on supplies or other items you need to do your work and they need to be ordered, you should immediately notify:

[NAME] Click or tap here to enter text.

They prefer a [ ]  phone call [ ]  text message [ ]  email [ ]  other

Preferred contact information: Click or tap here to enter text.

## **Technology Assistance**

You may need software installed or have technical issues and need assistance. The best way to request technical help is:

[NAME OR DEPARTMENT] Click or tap here to enter text.

Website, email, or phone number to submit a request for assistance: Click or tap here to enter text.