



	Description	Notes
<p>Welcome, Introductions, and an Ice Breaker</p> <p>Ideally a few other people from your company who will also be interacting with the interns will be able to join for at least this part of the meeting</p>	<p>Welcome the interns. Complete introductions using the following guide:</p> <ul style="list-style-type: none"> -Name & Title -How long you've been with company <p>OR for interns share what grade you are in</p> <ul style="list-style-type: none"> -Briefly describe your job/internship responsibilities <p>Use one of the following ice breaker questions:</p> <ul style="list-style-type: none"> -If you had a superpower, what would it be? -What are 3 fun facts about you? -See more question ideas here 	
<p>Company and Internship Overview</p>	<p>Give a general overview of the company including vision, mission, values, and history.</p> <p>Briefly discuss the company culture and the broader industry or industries that your company works in.</p> <p>Give an overview of the org chart and how the internship fits into the company or department goals.</p>	

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Communication Plan	<p>Use the Communication Plan template to develop a full plan for how and when you and your intern will communicate.</p> <p>Share any important dates with them and set the time for daily and weekly check-ins.</p>	
Set an internship schedule and expectations	<p>If you haven't already, determine what days and hours your intern will be working, including total number of hours per week.</p> <p>Discuss expectations around professionalism, dress code, attendance, and punctuality.</p> <p>Confirm if the intern has any planned vacations or other time off requirements.</p>	
Discuss the Internship Job Description and Plan	<p>Go through the intern's job description with them in detail and confirm that the tasks, deliverables, and expectations are clear.</p> <p>Provide them with an overview of what to expect during this internship, including skills and knowledge gained.</p>	

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Week One / Next Steps	<p>Discuss the plan for the intern's first week - what tasks, deliverables, and meetings will be occurring?</p> <p>What do they need from you to be successful?</p> <p>What do you expect from them?</p>	
Closing	<p>Provide interns with an opportunity to ask any additional questions.</p> <p>Confirm they are comfortable and understand what is expected of them and where and when to request assistance.</p>	