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# CLIENT CHECKLIST

## ATLAS INTERNSHIP PROGRAM

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### BEFORE THE INTERNSHIP BEGINS.

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- ☐ Meet with an internship coordinator to discuss the project and finalize details.
- ☐ Have a clear idea of what you want the project to look like, and what deliverables you want from the interns.

### FIRST COUPLE WEEKS OF CLASSES

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- ☐ **Kick off Meeting:** an internship coordinator will schedule a kick off meeting with you and your intern. This meeting is to:
  - Introduce everyone
  - Discuss project overview and details, including weekly meetings, deliverables, task management systems, etc.
  - Make clear expectations
  - Work location and start date
- ☐ **Work Schedule:** The intern(s) should send you a schedule of when they plan to work on their internship.
- ☐ Fill out paperwork for course credit if necessary.

### MID SEMESTER

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- ☐ **Check in:** your coordinator will reach out to you to see how things are going, and if there is any feedback you would like us to give your intern(s). We have them fill out a performance evaluation on themselves, and can pull them in to chat if necessary.
- ☐ **Looking to next semester:** your coordinator will check with you to see if you are interested in continuing this project to the next semester, or if you have any other projects as well.

### END OF THE SEMESTER

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- ☐ **Showcase Presentation:** You are welcome to attend our end of semester showcases! If you'd like to know when they are, feel free to ask your intern or your coordinator.
- ☐ **Wrap up the internship** with the student(s). It is their responsibility to set their last date with you and turn in all deliverables.

## RESPONSIBILITIES BREAKDOWN:

Client Responsibilities	Internship Coordinator Responsibilities
<ul style="list-style-type: none"><li>• Meet with the intern weekly to keep apprised of progress</li><li>• Communicate with them and internship staff so things keep moving smoothly</li><li>• Inform internship staff of any issues that arise so staff can help address them</li><li>• Provide necessary info and tools to interns</li><li>• Mentor interns</li><li>• Understand this is a learning internship, and interns will not know everything coming in</li></ul>	<ul style="list-style-type: none"><li>• Review applicants and place interns</li><li>• Monitor status reports</li><li>• Send out performance evaluation</li><li>• Coordinate academic credit</li><li>• Job coach and mentor interns</li><li>• Communicate with clients and interns to make sure things are going well or address issues if necessary</li><li>• Help find and provide interns with necessary and helpful resources</li></ul>