

# CTE Internship Checklist



Application Packet														
	Application Papers Signed by Parents and Counselor													
	Internship Business Packet													
Required Forms and Permits														
	Activity Authorization Form from District													
	Disclosure Form													
	Student Orientation Form													
	Student Commitment Form													
	Goal Setting Form													
	Confidentiality Form													
	Received Off Campus Permit													
	Received Worker's Compensation Card													
Meetings, Time Sheets, and Journal Entries														
	Meetings with WBL Coordinator													
	Time Sheets													
	Journal													
Soft Job Skill Assignments														
	Appearance/Speaking													
	Appearance and Grooming/Checklist for Interview													
	Application													
	Attendance													
	Attitude/Bouquets or Thorns													
	Body Language													
	Career Scavenger Hunt on Utah Futures.com													
	Communication Skills/Anger													
	Cover Letter													
	Discrimination													
	Dressing Sense													
	Ethics													
	Goals and Dreams													
	"The Handshake"													
	Honesty													
	Interviewing Skills/Report on an Interview													
	Labor Laws													
	Letter of Recommendation													
	Personal Strength													
	Punctuality													

	References for Resume
	Self-Esteem
	Sexual Harassment Worksheet
	Seven Habits
	Skills Grid
	Stress
	Team Work
	Values
	Resume
	Portfolio
	Jr. High CTE Presentation
	Thank You Note to Supervisor(s)
Evaluations	
	Mid-Semester Evaluation
	Student Self-Evaluation
	Employer Feedback Form
	Final Interview with Internship Coordinator

Canyons School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability.