**My name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My organization’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My supervisor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My supervisor’s phone number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My work schedule is:**

***Mondays:*** *\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_*

***Tuesdays:*** *\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_*

***Wednesdays:*** *\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_*

***Thursdays:*** *\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_*

***Fridays:*** *\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_*

**My first day of work will be:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My Right Track training session is on:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

from \_\_\_\_\_\_ to \_\_\_\_\_\_

**Additional questions you can ask:**

* What do you think would make an intern successful in this position?
* What is the dress code for the office?
* What kinds of careers can I learn about through my internship?
* If I drive a car, where can I park? Do you know if there is a bus stop near by?
* If I am out sick, should I call you or email you?
* How long do I have for lunch?
* If I bring my lunch, is there a fridge? Is there a microwave?
* Where do I go or who do I talk to if I have a grievance?
* Where is the first aid kit located?
* Are there any emergency procedures I should be aware of?