

Appendix F: Site Visit Checklist

1. Was the student on-site during the visit?
2. Was the student's supervisor on-site during the visit?
3. Does the student have her/his own workspace? Computer? Supplies and tools necessary to perform her/his job?
4. Do the student's work assignments correlate with her/his learning goals?
5. Do the student and the site supervisor have a clear understanding of what's required of the learning goals?
6. Is the internship going according to the job description, or have there been changes? If there have been changes, what are they and why have they occurred?
7. What projects is the student currently working on, and will she/he have the opportunity to see a project through from beginning to end?
8. Is the student utilizing on-site, the skills learned in the classroom?
9. Is the student challenged by the work assignments?
10. Is the site supervisor interested in working with another intern in the next semester?

Please make sure that you give the on-site supervisor a business card and any brochures you have about your program and Lake Erie College. Contact the office of Career Services & Internships with any questions or concerns.