**Workplace Supervisor and School-Based Supervisor Orientation Agenda**

This orientation helps prepare the employees who will supervise the interns by providing additional information about working with high school students, expectations for interns and their supervisors, and administrative requirements (e.g., documentation of student attendance and performance). The orientation should include school-based supervisors (teachers, counselors, or other staff members) responsible for supporting the internships during the summer, so that both supervisors (workplace and school-based) can meet and understand their respective roles.

Typically, this orientation is held at a site convenient to most of the employers where interns will work. It should be scheduled for about an hour approximately one to two months before the internship starts. All employees who will directly supervise student interns and all school-based supervisors should attend.

A sample agenda for a supervisor orientation session is presented below:

* Introduce WBL coordinator, school-based supervisors, and workplace supervisors -- 10 minutes
* Review expectations for internships and roles of both supervisors and WBL coordinators -- 30 minutes
  + Time and duration of the internships
  + What to expect of student interns
  + How to finalize the intern’s job description and learning agreement
  + How to use the learning agreement to build the student’s foundational and career skills
  + How the workplace and school-based supervisors should work together
  + Requirements for students to attend meetings for reflection activities and/or complete individual reflection assignments
* Review administrative requirements -- 10 minutes
  + Form submission (learning agreement and time sheets)
  + Site visits by school-based supervisors
  + Use of time sheets to report hours
  + Payment of wages or stipends and documentation required to earn credit, if applicable
  + Post-internship evaluation
* Questions and answers -- 10 minutes
* (Optional) Break-out sessions for school-based supervisors to speak with the workplace supervisors with whom they will work – 15 minutes