

COMPANY LOGO/ NAME HERE

Intern Welcome Week Schedule

Hello _____,

Introduction: Welcome to the team! We are happy to have you join our team! Below is your welcome schedule that will allow you to meet with our team, get acquainted with our site, and hear more about the project(s) you will be working on during your internship. Please note all dates in your personal calendar. All meetings have been scheduled for dates and times of your internship schedule. Looking forward to working with you!

Sincerely,

Supervisor Name Here

Schedule:

Date:

Time:	Location	Who are they meeting?	Description
9:00am	Office 123	Internship site supervisor	Welcome meeting & review of role and responsibilities
10:00am	Office 456	Office Manager – NAME/Title	Office Tour & review of emergency plan
11:00am	Office 789	Team member(s) Names/ Titles	Group meeting to discuss collaboration and role of internship
12:00pm	Café lunch	Supervisor/ team members	Lunch with team

To do list by (Date):

- Please add to your calendar our weekly staff meetings (do they need to attend/ can they attend/ where is the meeting located?)
- Please add to your calendar our office gatherings (please consider holiday celebrations, birthday, trainings, and interviews as an opportunity for interns to attend)
- Please schedule meetings with these additional staff members (list others they may need to connect with and have them introduce themselves to as the new intern per your request)
- Please note special days or times the office is closed and access to office may not be available.
- Please note eating area, use of cell phone and or office phone expectations
- Please note expectation regarding dress code

I have read and understand the above welcome schedule. I know who to contact if I have any questions regarding my internship project and role.

CSUEB Student Sign

Print Name

Date