

Preparing for your Intern's First Day Checklist

Prior to the Rotation

- Explore the Portal to find Learning Plans, Schedule & Evaluation for rotation
- Familiarize self with content of the Learning Plans and Evaluation
- Develop a plan for your intern to complete all Learning Plan activities
- Identify your expectations for your intern:
 - Time to arrive and leave
 - What to bring or wear for the rotation
 - What is the best time and method to communicate with you?
 - What do you expect from the intern on a typical day?

First Day of Rotation

- Schedule time at beginning of day to meet with your new intern
- Discuss the Professional Expectation document with intern found in Preceptor Training or in the Portal under
- Discuss your expectations as a preceptor
- Review plan for the rotation
- Provide a tour of the area you manage or work
- Introduce your intern to the employees you manage or work around during the day