



INTERN SCHEDULE

FIRST & LAST NAME: _____

PHONE NUMBER: _____

SCHEDULE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM
7:00 PM	7:00 PM	7:00 PM	7:00 PM	7:00 PM
8:00 PM	8:00 PM	8:00 PM	8:00 PM	8:00 PM

START/ END DATES: _____

• SIGN DOCUMENTS (SHOULD BE DONE IN WORKPOP)

- Internship Agreement
- Substance Abuse Policy
- Harrassment Policy

• ADD TO ACCOUNTS

- MyCloud
- ASANA
- Slack
- Dropbox