# VRS Internship Plan

This is an Internship Plan for: [ ]  General Internship [ ]  Pre-ETS Internship

Check One: [ ]  Internship Services and Wages [ ]  Internship Services Only

Check One: [ ]  Intern is in a PBA/VRS Job Search [ ]  Intern is not in a PBA/VRS Job Search

If in PBA, Start Date of PBA Hold:

Intern:

Provider: [ ]  VRS or [ ]  CRP/LUV Name of CRP/LUV:

VRS Counselor:       Other:

Placement Professional:       Date of Plan:

Internship Goal(s):

Total Number of Internship Hours:       Hours per Week:       Shift Preference:

Transportation:       Geographic Area:

Other Considerations:

## Intern Responsibilities (check all that apply)

[ ]  Attend all meetings. Call ahead to reschedule when necessary. Maintain frequent contact with Placement Professional.

[ ]  Participate in resume and cover letter customization.

[ ]  In coordination with your Placement Professional, develop a weekly plan of internship site development activities.

[ ]  Inform Placement Team of address and telephone number change.

[ ]  Return all calls from Internship Team members and Internship Sites right away.

[ ]  Prepare to discuss accommodation needs with employers.

[ ]  Complete cold calls each week if needed.

[ ]  Contact Internship Team Member

* if any extra support or assistance is needed
* if personal issue affects your internship search
* after talking with any potential internship site
* after first day on the internship

[ ]  Maintain contact with job coach.

[ ]  Other:

**If I sign this form electronically, my name as typed in the signature field is my legally binding signature. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. By signing this form, I acknowledge that I am the person named below, and that if I am not the person named below, I may be subject to legal consequences**.

Intern Signature Parent/Guardian/Conservator/

 Authorized Representative Signature, if needed

## Placement Professional Responsibilities (check all that apply)

[ ]  Attend all meetings. Call ahead to reschedule when necessary. Maintain frequent contact with Intern.

[ ]  Provide guidance regarding disclosure decisions and accommodation requests.

[ ]  In coordination with Intern, develop a weekly plan of internship site development activities.

Examples of site development activities may include:

* identifying potential internship opportunities
* contacting employers on intern’s behalf
* arranging interviews
* clarifying internship details with employer

[ ]  Return all calls from Internship Team members and Internship Sites right away.

[ ]  Obtain signed consents when needed.

[ ]  Go to interviews with Intern.

[ ]  Maintain consistent communication with VRS staff regarding internship site development and/or internship progress.

[ ]  Educate potential internship employers regarding accommodation needs.

[ ]  Follow up with job coach.

[ ]  Follow up with Intern after internship begins to support Intern’s success.

[ ]  Other:

Placement Professional Signature

## VRS Counselor/Pre-ETS Representative Responsibilities (check all that apply)

[ ]  Attend all required meetings.

[ ]  Communicate expectations and roles for each Internship Team member.

[ ]  Discuss and clarify internship goal and learning goals.

[ ]  Discuss and facilitate arrangement of other services needed for success.

[ ]  Help solve problems that come up.

[ ]  Check on Intern’s progress towards achieving internship goal.

[ ]  Return all calls from Internship Team members right away.

[ ]  Obtain signed consents when needed.

[ ]  Follow up to find out if Intern is satisfied with and able to do the internship.

[ ]  Other:

VRS Counselor/Pre-ETS Representative Signature