



Career Technical Education (CTE) Workforce Development Center

Work-based Learning Internship Training Program Checklist

Intern initials & date	Please indicate that you have read, reviewed and agree to the following documents provided in the Internship Training Program packet.
	Delta College HR Employment Application
	Internship Training Agreement for Employer – Read, sign & date
	Paid Internship Agreement with Attachment A – Read, sign & date
	Work-based Learning Agreement and Internship Job Description - Complete and sign
	Work-based Learning Internship Assignment forms and Criteria –Read, Create, sign and date – Due one week prior to internship
	Work- based Learning Objectives - Monthly Reports
	Work- based Learning Objectives - Final Report
	Field Trip Transportation Waiver
	Waiver of Claims, Consent to Treatment
	Intern Evaluation Report
	Employer Evaluation of intern