

## Checklist - Before the Internship Begins

Items	Completed?	Notes
<b>Start and end dates</b>		
<b>Work hours and work days</b>		
<b>Location and person to report to on first day</b>		
<b>Where will the work be conducted? Office and/or outdoors?</b>		
<b>Uniform</b>		
<b>Work equipment (boots, rock hammer, back pack etc.)</b>		
<b>Housing provided: location, keys, roommates, items to bring</b>		
<b>Housing not provided: Can the park assist with locating housing?</b>		
<b>Sick leave and vacation policy</b>		