



## Internship Checklist

The following documentation and items need to be completed and submitted to Volunteer Engagement by the due dates listed. **You may submit the required items via email at [internships@wellspan.org](mailto:internships@wellspan.org) or by faxing to #717-851-3279.** If Interns do not meet submit the items required by the deadlines listed, the start of your internship will be delayed or cancelled.

### **Submit/Complete the following within one week of receiving welcome email from Volunteer Engagement:**

- Complete the on-line Intern Data Sheet via the link provided. Volunteer Engagement will be notified electronically when completed.
- Email headshot photo of yourself to make your WellSpan internship badge (jpeg)

**Submit the documentation listed below at least three weeks prior of the anticipated start date for your internship.**

**NOTE: Do not take pictures of the documents below or save them in an on-line repository (i.e. no Google Drive). They must be emailed to Volunteer Engagement as a pdf.**

- Acknowledgement of Unpaid Intern Handbook
- Code of Conduct
- On-Line Orientation and Test (follow the self-registration instructions for WellSpan Interns); Volunteer Engagement will be notified electronically once you have passed the test.
- Vaccination Documentation Form; provide all medical documentation required as listed on the form
- Consent Form and the 3 required background reports & clearances – Copies will be accepted but originals will be required on your first day at your internship location
- Vehicle Parking Information Form
- Copy of photo identification (i.e. driver's license, passport, etc.)

### **Other Information:**

- Unpaid Intern Handbook (please be sure to read prior to your first day)
- WellSpan Occupational Health location listing – vaccinations/tests that you may need for your internship can be obtained/performed at the locations (at the intern's expense)

If you have any questions concerning any of the requirements, please contact Volunteer Engagement at #717-851-2147 or [internships@wellspan.org](mailto:internships@wellspan.org).