

PRE-INTERNSHIP ORIENTATION CHECKLIST

Pre-Internship Task	Completed (✓)	Notes
Receive and activate company email account		
Sign confidentiality and data privacy agreements		
Set up workstation (desk, chair, internet access)		
Install necessary software and tools (e.g., VPN, antivirus, communication tools)		
Gain access to learning platforms or internal training systems		
Review the internship handbook and orientation materials		
Complete security awareness or basic IT policy training		
Attend onboarding session with HR or internship supervisor		
Receive access credentials for internal systems/platforms		
Understand communication protocols (e.g., reporting lines, meeting tools)		
Familiarize with company values, mission, and code of conduct		
Set up calendar access and sync with team schedule		
Join relevant internal communication channels (Slack, Teams, etc.)		
Schedule initial one-on-one with internship supervisor		
Review evaluation process and learning objectives		