# 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