



Washington County Department of Health and Human Services Intern Orientation Plan

INTERN INFORMATION

Intern Name:	Start date:
Staff Preceptor/Mentor:	End Date:
	Number of Hours Needed:

INTRODUCTIONS, ACADEMIC REQUIREMENTS AND TOURS

- ☐ Meet with intern on start date to complete necessary paperwork (see Student Intern Guidelines and Procedure for requirements).
- ☐ Discuss with intern specific academic requirements and expectations of preceptor. Incorporate into internship schedule (see page 2).

Tour the facility, including:	<input type="checkbox"/> Intro. to key staff and personnel (electronically & in person) <input type="checkbox"/> Restrooms	<input type="checkbox"/> Workstation <input type="checkbox"/> Parking <input type="checkbox"/> Meeting Rooms	<input type="checkbox"/> Office Supplies <input type="checkbox"/> Copy, Fax, Printers <input type="checkbox"/> Kitchen, lunchroom <input type="checkbox"/> Emergency exits/procedures
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POSITION INFORMATION

Review the following information:	<input type="checkbox"/> Weekly schedule (hours, days) <input type="checkbox"/> Work location <input type="checkbox"/> Check in Procedure <input type="checkbox"/> Call in Expectations	<input type="checkbox"/> Workplace Attire <input type="checkbox"/> Cubicle Etiquette <input type="checkbox"/> Professional Demeanor <input type="checkbox"/> Personal Cell Phone Use at the Office	<input type="checkbox"/> Internet Use at the Office <input type="checkbox"/> Shared Drives (as needed) <input type="checkbox"/> Interactions with Colleagues/Networking <input type="checkbox"/> Lunch/Breaks
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INTRODUCTION TO WASHINGTON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

Discuss the following to provide a foundational understanding of HHS, our responsibilities and roles.	<input type="checkbox"/> County Structure <input type="checkbox"/> WCHHS Organization Chart <input type="checkbox"/> Division/Program Organization Chart	<input type="checkbox"/> Relationship with State & Federal Government <input type="checkbox"/> Regional Collaborations	<input type="checkbox"/> HHS Strategic Plan <input type="checkbox"/>
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FIELD VISITS/INFORMATIONAL MEETINGS – Selected based on intern interest area(s) and projects

☐ Schedule field visits/informational meetings - provide interns with experiences in the field. If not possible/appropriate, set up a brief informational interview. The intern should come away from the field visit or meeting with a greater understanding of the job description, day to day duties, basics of the program area, and program functions.

Field visits should be initiated through respective managers.

<input type="checkbox"/> Animal Services <input type="checkbox"/> Children, Youth and Families <input type="checkbox"/> Disability, Aging and Veteran Services	<input type="checkbox"/> Human Services <input type="checkbox"/> Public Health <input type="checkbox"/> Solid Waste and Recycling	<input type="checkbox"/> HHS Administrative Services <input type="checkbox"/> Others (based on project): _____	
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INTERN INDEPENDENT STUDY – Determined based on scope of project(s) and discuss with intern prior to beginning study.

☐ Review [HHS Trauma-Informed Care](#)

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WEEK	DAYS (HOURS)	NOTES/KEY MEETINGS
	TOTAL HOURS:	

☐ At completion of internship, student must complete evaluation form for WCHHS to provide feedback on their experience.