



## **Internship Checklist**

The following documentation and items must be completed and submitted by the due dates listed. You may submit the required items via email at [Internships@wellspan.org](mailto:Internships@wellspan.org). If Interns do not submit the items required by the deadline, the start of the internship will be delayed.

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

- Complete the on-line Intern Data Sheet (Internships will be notified electronically when completed)
- Headshot photo for your internship badge (jpeg format)

### **Submit the following no later than one week prior of the anticipated start date for your internship:**

- Handbook/Orientation Review Form
- Code of Conduct
- On-Line Test (instructions will be provided; Internships will be notified electronically once you have passed the test)
- Completed Health Status Documentation, including the documentation related to the health history requirements.
- Consent Form AND the required Background Checks & Clearances
- Vehicle Registration
- Copy of photo identification (i.e. driver's license, passport)

If you have any questions concerning any of the requirements, please contact us at [Internships@wellspan.org](mailto:Internships@wellspan.org).