

Appendix A

Checklist for Counselors — Preapplication Process for WLC internships

Student Name: _____ School Name: _____

Transportation to internship site:

- Is there a reliable source of transportation?
- Is there access to resources for gas?
- Is the travel requirement and location of the proposed internship supported and understood by parent and student?

Student’s schedule availability/understanding program requirements:

- Does the student have time in the daily schedule to accommodate the internship requirements (on-site hours, WLC meetings, and Internship Workbook)?
- Is the internship part of the student’s confirmed schedule for the session requested? (Blocks of time at the beginning and end of the school day work best.) Is there flexibility in scheduling? (Review internship descriptions for session availability and time requirements for specific internships. Not all internships are available each session and some have time restrictions.)
- Does the student understand the consequences if they do not complete the internship? Ensure the student is aware if this is a requirement. Does the student understand the responsibility of following through with completion if taking as an elective course?

Comments/Notes: _____

Guidance Counselor/School Representative:

Signature and Date:
