



## **Internship Checklist**

The following documentation and items need to be completed and submitted to Internships@wellspan.org by the due dates listed. If Interns do not meet submit the items required by the deadline, the start of your internship may be delayed.

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

- Complete the on-line Intern Data Sheet (WellSpan will be notified electronically when completed)
- Headshot photo of yourself in order to make your internship badge (jpeg format – further instructions provided under Step 1)

### **Submit the following two weeks prior of the anticipated start date for your internship:**

- Handbook/Orientation Review Form
- Code of Conduct
- On-Line Test (see on-line orientation instructions; WellSpan will be notified electronically once you have passed the test)
- Completed Health Status Documentation, including the documentation related to the health history requirements (i.e. drug screen results, titers, etc.)
- Consent Form and Required Background Checks & Clearances – Copies will be accepted
- Vehicle Registration
- Copy of photo identification (i.e. driver's license, passport, etc.)

If you have any questions concerning any of the requirements, please contact Internships@wellspan.org.