

## Canterbury Internship Program: Off-Campus Coordinator Information

Dear Off-Campus Coordinator:

Thank you for agreeing to serve as an Off-Campus Coordinator for our senior internship program. As an Off-Campus Coordinator, you will be responsible for helping the student assigned to you plan his/her day. Whether the student is working directly with you or with someone else, you will be the primary contact between the student and the school during the internship program. You will also be responsible for completing a brief evaluation of the student at the conclusion of the program. Please fill out the following and return it at your earliest convenience. Our thanks in advance for helping us with this worthwhile program. Email to Marie Elena Lyon at [melyon@canterburyschool.org](mailto:melyon@canterburyschool.org).

Your Name \_\_\_\_\_

Agency or Institution \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact Numbers(office) \_\_\_\_\_ (cell) \_\_\_\_\_ (FAX) \_\_\_\_\_

Student's Name \_\_\_\_\_

1. **Total number of hours** you anticipate the student working at your facility:

2. Department(s) or area(s) in which you anticipate the student working:

3. Approximate hours per day the student will be working:    4    5    6    7    8

4. Number of days the student will be working:

5. Type of clothing the student should wear:

6. Is there additional information that you need at this time regarding the program?    YES    NO

If YES, please indicate here what your needs are

Signature \_\_\_\_\_ Date \_\_\_\_\_