

Checklist The First Day		
Completed	What	Who
<input type="checkbox"/>	Introduced staff including support personnel.	
<input type="checkbox"/>	Conducted a brief tour of the area where student will be located.	
<input type="checkbox"/>	Conducted general safety briefing, including evacuation and shelter-in-place procedures.	
<input type="checkbox"/>	Discussed performance expectations for the project and also for attendance, dress, schedule, etc.	
<input type="checkbox"/>	Discussed who should be notified if he/she will be absent or late.	
<input type="checkbox"/>	Discussed required training for: (complete)	
<input type="checkbox"/>	In my absence, the following staff should be approached for assistance: (complete)	
<input type="checkbox"/>	Discussed the specifics of the project, including: <ul style="list-style-type: none"> <input type="checkbox"/> the timetable <input type="checkbox"/> what must be accomplished and learned <input type="checkbox"/> the context of the bigger scientific picture <input type="checkbox"/> student's expectations for the project and what he/she hopes to get out of the time spent 	