# Farm Internship Checklist

A checklist for hosting a farm intern. It helps farm owners prepare tasks, safety training, and paperwork before the intern arrives It also keeps supervisors and interns clear on expectations and safety rules.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Written intern role description | ☐ | ☐ | ☐ |
| Learning goals agreed | ☐ | ☐ | ☐ |
| Safety orientation planned | ☐ | ☐ | ☐ |
| Work schedule set | ☐ | ☐ | ☐ |
| Housing or meals arrangement | ☐ | ☐ | ☐ |
| Insurance questions answered | ☐ | ☐ | ☐ |
| Supervisor assigned | ☐ | ☐ | ☐ |
| Paperwork reviewed with advisor | ☐ | ☐ | ☐ |
| End-of-term evaluation planned | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Check labor rules for unpaid or paid interns with your state labor office before you start.



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