

# PROBATION NOTICE & IMPROVEMENT PLAN FOR STUDENT-INTERN

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**LOGO**

## Internship Program

[Coordinator's Name]

[School Name]

[Street Address]

[City, ST ZIP Code]

Phone: [Phone] | Fax: [Fax]

[Email] | [Website]

Intern Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Date of Notice: \_\_\_\_\_

## RATIONALE

The internship experience gives student-interns a good safety net to learn from their mistakes and grow with a peace-of-mind of knowing that it is all part of the learning experience. Many times students make mistakes because they still have an academic-oriented mindset. The important thing is for students to pay attention, demonstrate that they are not cavalier about details or about mistakes, and incorporate what they have learned from those mistakes into their efforts moving forward. Placing an intern on probation is an ideal way to help improve behavior because it essentially gives the intern an opportunity to improve or be terminated from the internship.

## REASON FOR PROBATION

We're beginning to recognize a pattern of behavior forming that we fear may be detrimental to your continued participation in the Internship Program. Here's what we've found: On [date] you were warned regarding your [poor performance of duty; absenteeism, tardiness, etc.].

## CONSEQUENCES

Although your conduct constitutes adequate grounds for termination, we want to give you another opportunity to prove your desire to learn and grow through the internship experience. Noncompliance with conditions is justifiable grounds for termination, as is failure to improve in problem areas.

## CONDITIONS AND OPPORTUNITY FOR IMPROVEMENT

We would like to give you an opportunity to improve. Here's what needs to happen:

1.	Complete the Student Self-Assessment section of this Probation Notice
2.	[2 <sup>nd</sup> condition]
3.	[3 <sup>rd</sup> condition]

## STUDENT SELF-ASSESSMENT

In your own words, please describe the factors that contributed to your difficulties.

Please check all of the following issues that have been challenging for you recently.

### Career Related Issues

- Uncertain of academic/career goals
- Unsure of interests, skills, and abilities
- Other: \_\_\_\_\_

### Personal Issues

- Balancing school, work, and/or family
- Illness, health problems, stress and/or anxiety
- Social distractions, sadness or loneliness, substance abuse
- Other: \_\_\_\_\_

### Family / Social Related Issues

- Connection with other students
- Home or family problems
- Other: \_\_\_\_\_

### STUDY SKILLS

- Concentration easily broken
- Difficult classes, too heavy of a course load
- Difficulty managing time
- Other: \_\_\_\_\_

## STRENGTHS

In spite of difficulties, please describe something of which you are proud. Include both academic and personal successes over the past few months.

## RESOURCES

Indicate the people or resources which can support you as you move forward.

## PERSONAL EVALUATION

However great our difficulties, there is always some degree of control that we have over the outcomes. Below is a place to sort out those items that are out of your control and those things you could have done differently over the past few months.

FACTORS OUTSIDE OF YOUR CONTROL	WHAT YOU COULD HAVE DONE DIFFERENTLY

## GOAL SETTING AND ACTION PLAN FOR SUCCESS

Setting specific goals, rather than simply doing your best, can greatly increase your motivation and achievement. Please list at least two goals you have identified to help you succeed moving forward.

## REVIEW

**Note to Student:** Your signature confirms that you have discussed this Probation Notice with your supervisor but does not necessarily indicate that you agree with the probation.

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** A copy of this completed and signed form should be kept in the student's Internship file in addition to providing a copy to the school guidance department, the Internship Site Mentor and the student's parent/guardian.