



1 Contact the business

Your internship site and contact person will be e-mailed to you by Wednesday, June 1st.

Introduce yourself:

Hello, my name is _____.

I'm the Birdville student assigned to work with you through the Vitallink program.

2 Ask your internship site the following questions:

What will my work hours be?

What is the dress code?

Who will be my supervisor?

What will I be doing during my internship?

3 To Do

- ☐ Be on time
- ☐ Have a positive attitude
- ☐ Dress professionally
- ☐ Be courteous
Say "thank you," "sir," "ma'am", etc.
- ☐ Give 100%
- ☐ Have fun!
- ☐ Write a thank you note to the business

4 Please Don't

- X Make personal phone calls
- X Be late
- X Off-task
- X Give less than 100%

The Northeast Tarrant Chamber businesses are finalizing spaces for internships. It is our intention to place students at a business closest to their home and if possible, at a business that coincides with their indicated interests. Vitallink is not intended to be career specific; rather consider this an opportunity to gain skills in a general business environment.

Most businesses request internship hours be from 8:30 a.m. to 11:30 a.m., however some adjust those hours within 30 minutes. Please check with your assignment to verify your work hours.

Monday, June 6th - Thursday, June 9th

Please Remember to Dress Professionally!