

In general, I will be **available to communicate** during the following times:

Day of Week & Time of Day	Supervisor	Intern
For example: M, W, F 1pm-5pm T, TH 9am-2pm		

I commit to **responding to inquiries** from you within the following timeframe:

Response Time	Supervisor	Intern
For example: Within 24 hours		

We will **check in** with each other:

- Daily Weekly Other:

At the following date/time:

We will communicate via the following **methods** for the following purposes:

Form of Communication	Check if Yes (If messaging or video call, specify which platform)	This communication method will primarily be used for
Email		
Phone Call		
Text Message		
Other Form of Messaging (Slack, Microsoft Teams, etc)		

Form of Communication	Check if Yes (If messaging or video call, specify which platform)	This communication method will primarily be used for
Video Call		

My **contact information** is:

Form of Communication	Supervisor	Intern
Email Address		
Phone Number		
Other		

If the intern's supervisor is unavailable, here are **additional people** the intern can reach out to:

Name	Contact Information (including preferred method of contact)	For what reason or in what circumstances should the intern contact this person

Intern's Emergency Contact (in the event of an emergency, the employer is authorized to contact):

Name and Relationship to Intern:

Phone Number and Email Address: