



THE AGA KHAN UNIVERSITY

VIRTUAL INTERNSHIP PROGRAMME (AKU-VIP)

ARRIVAL CHECKLIST

During your first week of your internship placement, you are expected to complete various on-boarding tasks. To ensure there are no outstanding tasks, please select Yes or No for the below questions:

1. Have you read, understood, and signed your contract for the AKU-IIP?	YES OR NO
2. Have you read, understood, and signed the NDA (non-disclosure agreement)?	YES OR NO
3. Have you shared your Bio and picture- not more than 50 words?	YES OR NO
4. Have you received your AKU email address?	YES OR NO
5. Have you completed your onboarding orientation with the programme team?	YES OR NO
6. Have you met your mentor and understood and the expectations, roles, and responsibilities of your internship?	YES OR NO
7. Have you provided your emergency contact information?	YES OR NO
8. Do you have adequate Wi-Fi, and have you arranged access to a laptop and phone for the virtual internship?	YES OR NO
9. Have you submitted your placement goals and objectives?	YES OR NO
10. Have you been briefed about the internship expectations?	YES OR NO
11. Do you feel supported and ready to begin your placement?	YES OR NO



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INTERN DEPARTURE CHECKLIST

Before your exit, please arrange to complete the below checklist and share the same with the programme coordinators.

1. Is your mentor aware that you are completing your internship? (Are all projects completed)	YES OR NO
2. Have you completed all necessary monitoring and evaluation documents?	YES OR NO
3. Have you uploaded your exit video?	YES OR NO
4. Have you handed over all projects to other members of the team/returned all soft copies of documents to the department?	YES OR NO