

## INTERN ASSIGNMENTS

### Pre-Assignment

Contact intern  
Introductions  
Identify internship stage and assigned GA  
Address global questions  
Review range location and start time  
Review general procedures for Day 1  
Remind intern to bring logbook to Day 1  
Share your contact info

### Day 1

#### Set Up

Set range  
Start bikes, move to start positions  
Review late-arrival policy  
Review approved riding gear  
Review student eligibility criteria  
Review incident report form  
Direct intern to PPM for questions  
Review first four exercises

#### Student Orientation

Intern conducts orientation  
Intern assists bike assignments

#### Ex. 1 – 11

Intern should conduct exercises independently  
Intern should ride demos all demos  
Intern should set range independently  
Intern should track time independently  
Observe coaching in each exercise, take notes  
to review during break

#### End of Day 1

Solicit and answer questions from Day 1  
Review Day 2

### Day 2

#### Ex. 12 – 19

Intern should conduct exercises independently  
Intern should ride demos as needed  
(ensure intern has had exposure to all  
demos by 2<sup>ND</sup> and subsequent assignments)  
Intern should set range independently  
Intern should track time independently  
Observe coaching in each exercise, take notes  
to review during break

#### Evaluation

Intern takes active role in evaluation

#### End of Day 2

Intern conducts group debrief and end-of-  
course message  
Intern completes skills test reports  
Intern conducts individual debriefs with mentor  
(mentor offers feedback after every debrief)  
Complete intern logbook  
Review scores and comments with intern and  
offer feedback

### Post-Assignment

Email assignment status to  
[Megan.Ryusaki@oregonstate.edu](mailto:Megan.Ryusaki@oregonstate.edu)  
Optional – contact GA and offer feedback