



## Student Internship Checklist

1. Complete an Application for Internship form, including securing all signatures at the bottom of the document.
2. Meet with your Internship Faculty, to discuss the application and other pertinent issues.
3. Develop the Learning Objectives listed on the Training Agreement in conjunction with the employer and the Internship Faculty.
4. Obtain all of the appropriate Training Agreement signatures and submit to the Internship Faculty. Procedures for scheduling of the internship will vary by department.
5. Be available for job-site visitations (mid-term & final) as required by the Internship Faculty.
6. Maintain an Activities Log as required by Internship Faculty. See attached for example.
7. Complete a Narrative Report of your experiences. See attached.
8. Complete Student Evaluation of Internship Experience.
9. Complete Internship and Program Assessment.
10. Deliver the Employer Evaluation of Intern form to your supervisor if requested by the Internship Faculty, and ask him/her to complete the form and return it as appropriate.
11. When requested, but no later than the last day of regularly scheduled classes, submit items 6, 7, 8, & 9 to the Internship Faculty.
12. Notify the Internship Faculty if you encounter any problems during any phase of participation that may inhibit your ability to complete the required hours of work and the Training Agreement Objectives.

### Required hours of internship

On-site Power Generation (PW)	240 hours
Heavy Construction Equipment: CAT Emphasis (CH)	240 hours
Heavy Construction Equipment: Technician Emphasis (HE)	240 hours
Landscape/Horticulture Technology: Plant Production (LP/OH)	400 hours
Landscape/Horticulture Technology: Landscape Emphasis (LE/OD)	400 hours