



Student Internship Checklist

1. Complete an Application for Internship form, including securing all signatures at the bottom of the document.
2. Meet with your Department Internship Coordinator, 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 Department Internship Coordinator.
4. Obtain all of the appropriate Training Agreement signatures and submit to the Department Internship Coordinator. Procedures for scheduling of the internship will vary by department.
5. Be available for job-site visitations (mid-term & final) as required by the Department Internship Coordinator.
6. Maintain an Activities Log as required by Department Internship Coordinator. 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 Department Internship Coordinator, and ask him/her to complete the form and return it to the Department Internship Coordinator as appropriate.
11. When requested, but no later than the last day of regularly scheduled classes, submit items 6, 7, 8, & 9 to the Department Internship Coordinator.
12. Notify the Department Internship Coordinator if you encounter any problems during any phase of participation that may inhibit your ability to complete the 225 hours of work and the Training Agreement Objectives.