

Internship Student Checklist

List of items in Packet:

Checklist
Processes
Student Information and Guidelines
Student Application/Agreement
Supervisor's Guidelines – to be given to Internship supervisor
Sponsoring Faculty Form
Internship Position Description
Internship Learning Agreement
Statement of Objectives
Instructions for Written and Oral Reports

Submission One:

Application/Agreement (form)
Expectations and goals for Internship
Resume/
Set-up meeting with Internship Coordinator

Submission Two: Submit to Internship Coordinator prior to beginning internship

Sponsoring Faculty (form)
Position Description (form)
Learning Agreement (form)
Statement of Objectives (form)
Internship Proposal

Submission Three: Submit to Internship Coordinator at the conclusion of internship

Final Employer Evaluation (form)
Faculty Evaluation of Student Work (form)
Journal
Paper
PowerPoint Presentation