1. Seek and secure an internship through discussion with your internship advisor.

2. Develop personal objectives/goals for his/her internship and create a plan to achieve them through his/her internship. (See below)

3. After an internship has been selected, fill-out the internship application forms with the help of your on-site supervisor and return the form to the Internship Coordinator for approval. Please complete all contact information as to the business or organization where you will be interning.

4. After approval, you may register and begin logging your contact hours. You should log approximately 50 hours of work per credit. The enclosed weekly log sheets must be completed and submitted every week. You may submit the log forms electronically with the internship advisor.

5. Have your site supervisor complete the evaluations during mid-term week and final examination week and return to the internship advisor. Each student must remind your supervisor of these evaluations!

6. Complete the weekly reports and final project outline in this packet.

7. Schedule a convenient date and time for the phone evaluation or site visit.

8. Will regularly communicate with the agency supervisor and internship supervisor as needed, be on time for internship activities, dressed professionally and will represent the university in a positive manner.

9. If any one of the above components is not performed in a timely and acceptable fashion, the student will not receive any credit.

By signing this document, I am indicating that I have read and fully understand my responsibilities in regard to completing an internship.

Student’s Signature:  Date:

Step 1: SHOW TO ADVISER FOR APPROVAL
Step 2: SCAN AND SUBMIT THIS FORM TO D2L