INTERNSHIP CHECKLIST

Check your eligibility for an internship:

☐ Completion of sophomore year
☐ Official declaration of a major field of study
☐ Academic Advisor’s written consent [internship application form]
☐ Satisfactory GPA as required by guidelines of declared major
☐ Completion of Get WIRED!

Starting an internship:

☐ Contact Internship Coordinator to indicate interest in pursuing an internship, and obtain needed forms and information
☐ Locate potential site by consulting your Academic Advisor, the Internship Coordinator’s lists, or personally designing an opportunity
☐ Complete application forms in consultation with Internship Coordinator
☐ Interview for the internship
☐ Arrange with faculty member to serve as your Internship Advisor
☐ Develop learning contract
☐ Complete the Student Internship Agreement form
☐ Obtain final approval from the Internship Coordinator
☐ Register for the internship class

During an internship:

☐ Mid-course evaluation by Site Supervisor
☐ Mid-course site visit by Internship Advisor
☐ Keep track of internship hours
☐ Keeping an internship journal and collecting learning demonstrations

End of internship:

☐ Final evaluation by Site Supervisor
☐ Final self-evaluation by Intern
☐ Complete post-internship reflection paper
☐ Turning in internship portfolio [Keep a copy for yourself]
☐ Internship Advisor submits grade to Internship Coordinator for release to Registrar upon completion of all internship documentation

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