

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!
- Completion of Operation Internship

Instigating 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

End of internship:

- Final evaluation by Site Supervisor
- Final self-evaluation by Intern
- Complete post-internship reflection session
- Internship Advisor submits grade to Internship Coordinator for release to Registrar upon completion of all internship documentation