

Check-List of Student Requirements

1. Meeting Requirements Prior to Internship

- Will Complete 60 hours coursework prior to starting starting internship
- Student in Good Academic Standing

2. Application for Internship

- Completed and Submitted Internship Program Application (Appendix A.1)
- Attached Transcript
- Attached resume and cover letter to Internship Provider
- Attached Internship Provider Information (Appendix A.2)
- Attached Internship Proposal (Appendix B)

3. Prior to Beginning the Internship

- Internship approved by Undergraduate Program Committee
- Enrolled for Internship with appropriate Internship Advisor and SAFARI number. Informed Internship and Academic Advisors of semester of enrollment.
- Provided Internship Provider with Cover Letter and Resume
- Provided Internship Provider with your Internship Proposal (Appendix B)
- Provided Internship Provider with description of Internship Provider Responsibilities (pages 11 and 12 of this handbook).
- Met with Internship Provider to review qualifications and to discuss your expectations for the internship.

4. During the Internship

- Keeping a daily journal/log of activities
- Photographing key elements of operation and internship experience.
- Requested mid-term and final personnel evaluation from Internship Provider
- Provided Internship Provider with Final Evaluation of Student's Performance and Activities (Appendix F).

5. Concluding the Internship

- Provided Internship Provider with Final Evaluation of Student's Performance and Activities (Appendix F).
- Completed Final Student Evaluation (Appendix E).
- Submitted Daily Journal/Log, Final Report, and Final Student Evaluation (Appendix E) to Internship Advisor.
- Scheduled oral examination/evaluation with Internship Advisor
Date: _____
- Scheduled oral presentation of internship experience with Internship Advisor and/or Internship Coordinator. Date: _____