

Internship Checklist

Students wishing to enroll in the internship program have five steps to complete before beginning an internship. A student is not officially enrolled in the program until he/she has accomplished all these steps. Please note, Career Services is available to assist you throughout this process, and we look forward to working with you.

- _____ 1) The internship site needs to be approved. This can be verified in Career Services. (Also, you may check out the complete listing of approved internship sites on the Online Career Center: Internship Postings.)
- _____ 2) The student must contact the internship site and speak with the employer supervisor. Some internship sites require interviews, background checks, and/or resumes prior to selecting an intern.
- _____ 3) The student should pick up an internship application in Career Services.
- _____ 4) There are four forms to fill out in the application packet:
 - 1- General information about the student and internship site.
 - 2- Signatures must be obtained from your faculty advisor, faculty sponsor (may be the same as the advisor), and division chair. The last signature will be filled out in Career Services.
 - 3- Consent and Release form.
 - 4- Academic Assignment ~ completed by the student and faculty sponsor (the faculty sponsor may require additional assignments during the internship).
- _____ 5) Bring the completed application packet to Career Services for approval from the internship coordinator.

All five steps must be complete by 5 p.m. on Reading Day the semester before the student wishes to complete his/her internship.