

INTERNSHIP CHECKLIST ✓

NOTE: ALL DOCUMENTATION MUST BE KEPT ON FILE.

BEFORE INTERNSHIP

- Complete internship **TRAINING** and within 18 months prior to applying for internship.
- Pass internship Training **EXAM**
- MEET WITH ADVISER** to confirm completion of at least 18 hours of MACO course work, which, in the estimation of the supervising professor, adequately prepare the student for the position.
- Send **APPLICATION PACKET** to faculty adviser at least 3 weeks before to the start of the semester in which the internship will be taken, to include: Prospectus includes the following:
 - **Letter** to faculty adviser stating student has been accepted as an intern
 - A **prospectus** that includes the following:
 - Background of company
 - Supervisor's name and position
 - What the supervisor does
 - What qualifies this person as a supervisor
 - Number of work hours per week (minimum of 10)
- SUPERVISOR WRITES LETTER** at least 3 weeks before the start of semester to the coordinating professor confirming the student has been accepted as an intern, specifying the details and the number of hours to be worked in the position.
- Adviser sends **RECOMMENDATION** message to Departmental Internship Committee confirming academic eligibility and submission of required documentation within 2 weeks before start of semester in which internship will be taken.
- Committee **APPROVES** application based on student prospectus and the supervisor letter.
- Student **REQUESTS REGISTRATION** for the course (the department will register the student), based on committee approval.

DURING INTERNSHIP

- Complete **MIDTERM** - present examples of work to coordinating professor; supervisor evaluation and student evaluation
- Supervising faculty complete at least one **ON-SITE VISITATION**

3 DAYS PRIOR TO FINAL EXAM DATE *(submit the following to coordinating professor)*

- Submit **WEEKLY LOG**
- Submit **PORTFOLIO** of all work during the internship
- Submit final **INTERNSHIP REPORT**
- Submit **STUDENT EVALUATION**
- SUPERVISOR EVALUATION** (done online by work supervisor)