

INTERNSHIP CHECKLIST ✓

NOTE: ALL DOCUMENTATION MUST BE KEPT ON FILE.

BEFORE INTERNSHIP

- Complete internship **TRAINING** before applying for the internship *[online]*
- Pass internship Training **EXAM** *[in MACO office]*
- MEET WITH ADVISER** to confirm completion of at least 18 hours of MACO course work, which, in the estimation of the supervising professor, adequately prepares the student for the position.
- Adviser sends **RECOMMENDATION** message to Departmental Internship Director confirming academic eligibility within *3 weeks before start of semester* in which internship will be taken
- Submit **APPLICATION PACKET** online [nicholls.edu/maco > current students] *at least 3 weeks before the start of the semester* in which the internship will be taken, to include:
 - **Supervisor Letter:** Supervisor writes letter to 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.
 - **Prospectus:** Student writes brief essay to include 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)
- Committee **APPROVES** application based on academic eligibility, 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** - submit examples of work, supervisor evaluation and student evaluation
- Internship Director complete at least one **ON-SITE VISITATION**

3 DAYS PRIOR TO FINAL EXAM DATE

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