

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



Choose a **LOCATION**. Students may choose a location from one of the local sites that have expressed interest in having interns *[online]* or the student may find their own site.



Submit **APPLICATION** *[online]* 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.
 - The location site accepts responsibility for the student and student work on-premises.
 - For-profit internships for no pay **MUST** outline in the internship supervisor acceptance letter the duties of the intern that directly relate to the student's degree concentration that meet the minimum 10 internship hours per week.
- **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.



Based on committee approval, the department will **REGISTER** the student for the course.

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]*