

Student Internship Checklist

Before Beginning an Internship

- Begin thinking about where you want to do an internship.
- Print and read the JI MC 499 packet.
- Set up an appointment to speak with your faculty adviser to talk about internships.
- Send resume and cover letter to internship employers.
- Obtain an internship offer.
- Submit the JI MC 499 Pre-Approval form to the internship coordinator.
- Log in to the internship system and fill out the internship proposal.
- Receive approval letter from internship coordinator.
- Obtain an add slip from internship coordinator and submit it to 10 Alumni Hall.

During the Internship

- Work hard everyday. Remember, this is your first real career experience. It is a good idea to take notes and keep samples of your work. This will help you keep track of your hours, and will make writing the final paper and putting together your portfolio much easier.
- Maintain regular contact with your faculty adviser. You should update your faculty adviser on your progress every couple of weeks. If you encounter a problem during your internship, contact your faculty adviser and internship coordinator immediately.
- At the completion of 200 hours, log into the internship system and complete the mid-internship evaluation. Remind your supervisor to do the same.

End of Internship

- Remind your supervisor to log into the internship system and complete your final evaluation.
- Log into the internship system and complete your final evaluation. Write your final paper and create your portfolio.
- Set up an exit interview with your faculty adviser. Turn in your final report and portfolio.
- Make sure that a grade has been submitted at the end of the semester in which you complete your internship.