Internship Checklist for Students

* To be completed AT LEAST ONE SEMESTER PRIOR TO internship

1. Check with advisor regarding eligibility for internship.

2. Complete application form and turn in to internship coordinator (244 Forker). This form must be turned by the following deadlines in the semester prior to the intended internship (September 15th for Spring, February 15th for Summer, and May 15th for Fall.). Typically completed in KIN/HS 385.

3. Research possible agencies in the Forker student lounge - internship nook.

4. Select, contact and visit at least three possible sites and submit resume to sites, as well as to selected references.

5. Provide selected agency with agency acceptance form at least two weeks prior to the following deadlines (November 15th for Spring, March 15th for Summer, and June 15th for Fall). Make sure you have discussed starting and ending dates, hours per week, and what your responsibilities will be. You must start and end your internship during the semester in which you are registered (based on the university calendar).

6. Turn in signed agency acceptance form to Internship Coordinator (Rm 244) by the deadlines stated above.

7. Pick up your add slip from your academic adviser, and turn it in to Enrollment Services. This should be done AFTER you have secured your internship site.

8. ALL Exercise Science and PAHP (and some CPH) students are REQUIRED to have professional liability insurance. You must provide proof of insurance before you begin your internship.

9. Attend mandatory meeting with your faculty supervisor to discuss academic assignments, due dates, communication, etc. This meeting will be scheduled approximately 3-4 weeks prior to the conclusion of the semester.

10. Complete CHS internship registration form by specified date:

* To be completed DURING the internship

1. Submit weekly updates and answers to discussion questions by specified dates.

2. Evaluation conferences: Set up conference dates with your agency to review your “Mid-Point” and “Final” evaluations. These evaluations must be submitted to your faculty supervisor by the specified due dates.

3. Submit faculty supervisor evaluation form via Qualtrics link approximately one-two weeks prior to the end of your internship.

4. Submit final report, agency advertisement and Career Connections assignment approximately one week prior to the end of the semester.