



Internship Checklist for Credit

The following is a list of items required by Career Services and will be shared with faculty sponsor who is assigning grade.

- Registration Form** –Due no later than Add/Drop Date for term
Date Completed: ____/____/20

- Experiential Activity Agreement**–Due at same time as registration form
Date Completed: ____/____/20

- Internship Learning Plan** –Due the second week of internship
____With assistance from faculty sponsor and site supervisor, complete personalized plan for the internship
Date Completed: ____/____/20

- Mid-Point Employer Evaluation** – Submitted online at midpoint to Career Services
Date Completed: ____/____/20

- Final Employer Evaluation** – Submitted online to Career Services two weeks prior to last day
Date Complete: ____/____/20

- Final Self Evaluation** – Submitted online to Career Services two weeks prior to last day
Date Completed: ____/____/20

- Internship Photos** – Submitted by email to Career Services two weeks prior to last day (Examples may include interaction with coworkers/clients, posing in front of organization signage, or just a photo of you in action on your internship)
Date Completed: ____/____/20

- CVIL Reflection Session**–Attend one session during internship
Date Completed: ____/____/20