

Student Internship Process

Although the sequencing of events in the internship process varies among individual students, there are steps that must be accomplished in each of four phases. Students are responsible to achieve each step in a timely manner and to **review** and **retain** a copy of **all** documents for their personal files.

The following list outlines the steps that include, but are not limited to, each phase of the internship process. For further information on each step the student should see the corresponding section of this Manual.

Pre-Internship

- _____ Complete core and NCTRC Certification Track area coursework satisfying the requirements and achieve the minimum grade point averages.
- _____ Request membership to the TR Majors ICON site for access to pre-internship paperwork and communication board.
- _____ Complete and secure pre-approval and verification of pre-internship experiences on the TR Majors ICON site
- _____ Complete TR:4190 Pre-Internship Seminar
- _____ Actively search for internship possibilities that meet career aspirations
- _____ Complete certification in First Aid and CPR – must be current through the entire internship experience
- _____ Update resume and references
- _____ Meet with Internship Coordinator for discussion of internship progress
- _____ Submit Academic Eligibility for Internship form
- _____ Complete search and interviews for internship position and select site
- _____ Complete Student Request for Approval of Internship Position form
- _____ Submit to agency the Agency Acceptance of Intern form and request form be returned to you
- _____ Register for TR:4191 Internship I for the semester of internship

Internship Preparation/Experience

- _____ Comply with guidelines for Student Preparation for Approved Internship
- _____ Follow Internship Manual through internship
- _____ Comply with policies and procedures of internship program during internship

Graduation Preparation

- _____ Complete outstanding degree requirements, if applicable
- _____ Make application for graduation to Registrar's Office
- _____ Graduate!