

## 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 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 emphasis area foundation and emphasis area elective courses satisfying the requirements and achieve the minimum grade point averages.
- \_\_\_\_\_ Complete and secure verification of volunteer and paid pre-internship work experiences
- \_\_\_\_\_ 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
- \_\_\_\_\_ Submit Academic Eligibility for Internship form and necessary attachments for academic advisor approval
- \_\_\_\_\_ 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!