

Internship Requirements for Students in the New Program
8 credits, 10 weeks, 35 hours per week (350 hours)

STEP 2: The Following Paperwork must be Completed During Your Internship

Bi-Weekly Reports

Meet with your Agency Supervisor once each week to critique the previous week, review plans for the upcoming week, and secure signatures on your Bi-Weekly Reports. Students will complete 5 bi-weekly reports about their progress. Students with access to a computer must download the document to their computer and complete it. Students without access should print copies of the weekly report guideline before going on the internship. Make sure to leave plenty space to write in your report.

If students choose to email their reports they must be accompanied with an email directly from the supervisor with comments about your progress. Mailed reports must be signed with comments.

Bi-weekly Reports must be submitted to the Faculty Supervisor within 5 calendar days of the week that they were due.

Due Week One

- Meet with the Agency Supervisor to develop a set of Learning Objectives.
- Submit a copy to your Academic Advisor which is signed by you and your Agency Supervisor with your first bi-weekly report.

Due Week Five

- Meet with your Agency Supervisor to complete and discuss your Midterm Performance Evaluation. Both you and your supervisor will complete an evaluation of your progress.
- Your self-evaluation must be reviewed and signed by your supervisor. Both evaluations must then be sent to your academic advisor.
- Evaluations may be emailed but must come from your Supervisor's email.

Week Ten

- Complete Internship Comprehensive Report.
- Make sure that all bi-weekly reports are in.
- Complete Final Self-evaluation of Your Performance.
- Agency Supervisor Should Complete the Final Performance Appraisal.
- Meet with the Agency Supervisor to discuss the above requirements.
- Mail or submit in person the above requirements to your Academic Advisor by the end of your last week or by the date and time provided by your academic advisor. You may not email these requirements.