

Student Responsibilities

A. General

For a student to participate in an Internship experience, they must possess an accumulative grade point average of 2.0 or above.

The selection of an internship agency is based upon student's goals and objectives and emphasis area rather than convenience. The primary responsibility for finding an internship opportunity lies with the student but must be approved by the coordinator.

Internships are graded on a PASS/FAIL basis. The reports and assignments are very important and are required for academic credit. All required paperwork must be submitted on time to your supervisor or you will receive a grade of FAIL. Incompletes will not be given.

B. Specific Responsibilities

- ✓ Establish a current resume and cover letter.
- ✓ Establish specific goals and objectives.
- ✓ Fulfill outlined responsibilities and policies of the agency supervisor and academic supervisor.
- ✓ Successfully complete an application and all written requirements of the university.
- ✓ Conform to the required dress and behavioral code established by the supervising agency.
- ✓ Observation, participation and supervision of agency functions and programs outlined by the agency.
- ✓ Meeting attendance requirements established by the agency and university.

C. Academic Requirements for Internships

Submit all bi-weekly reports, mid-term evaluation, final evaluation documentation (flyers, newsletters), and a final slideshow presentation about your experience on time.

Make copies of all documentation for your own future reference. Reports and internship paperwork will be returned to students at the completion of the project, however, they may get misplaced in the mail and all reports should be copied.