



INTERNSHIP CHECKLIST

Students: Please use this checklist to assure that you complete all tasks related to securing and completing an internship and the coinciding course. The Internship Handbook can provide additional detail regarding the steps listed below.

☑	#	Task
	1	Meet the <u>criteria</u> for an internship (Credits, GPA, pre-requisites).
	2	Gain <u>approval</u> of program director and course instructor.
	3	Initiate process by mid-term the semester prior to doing the internship.
	4	<u>Register</u> on collegecentral.com/polkstate/ . (Available to any Polk State student or alumni.)
	5	Review information on polk.edu/interns .
	6	Complete <u>draft of resume</u> using resources and guidelines available on college central. Students may also work with the career advisor in Student Services to develop a resume.
	7	Submit <u>Intern Intake</u> form, <u>resume</u> , and <u>degree audit</u> to internship coordinator. See advisor if you need assistance obtaining your degree audit.
	8	Participate in process of identifying potential <u>internship placements</u> via college central or by providing other internship leads.
	9	Once requested, schedule, prepare for, and successfully complete an <u>interview</u> .
	10	As may be required by internship site, complete any/all pre-internship requirements (e.g., background check, drug test, etc.)
	11	Review <u>Internship Handbook</u> and <u>orientation</u> information.
	12	Review and sign <u>Memorandum of Understanding</u> . This must follow completion of step #11. These must be completed within the first week of the internship at the latest.
	13	Complete Internship Learning Plan with assistance as needed from internship coordinator, internship course instructor, program director, and/or internship supervisor.
	14	Attend/complete internship per agreed upon schedule and responsibilities.
	15	Complete attendance and reflection log and/or internship journal (if required) and submit to course instructor.
	16	Complete any internship course assignments and/or presentations and submit/present to course instructor.
	17	Submit all required materials to internship course instructor by end of term.
	18	Participate in any performance assessment tasks during the internship and submit to course instructor as required.
	19	Complete internship experience evaluation and send to internship coordinator.
	20	Send "thank you" letter to internship site supervisor

See Internship Handbook, or contact internship coordinator for more information at mwagner@polk.edu.