

# **I went to orientation and I found an internship. What do I do next?**

## **Complete this Internship Proposal Checklist**

After you have obtained your internship, but before beginning to work at your site you **MUST** make an appointment with Jennifer Lowery in the Career Services Center. Be sure to complete and bring the following to your appointment:

- \_\_\_ Internship Agreement Form – Student/Site Information  
(page 7 of the Student Guide)
- \_\_\_ Change of Schedule Form to add your internship to your  
schedule (page 8 of the Student Guide)
- \_\_\_ A job description from your internship site
- \_\_\_ Learning Objectives Worksheet (pages 9-10 of the Student  
Guide; these need to be completed before approval)
- \_\_\_ Signatures (page 11 of the Student Guide)  
**Make sure your faculty advisor and Internship  
Supervisor have both reviewed your learning objectives  
and signed off on this form before we meet.**
- \_\_\_ A current resume
- \_\_\_ \*Request for Approval of Internship With Current  
Employer (page 12 of the Student Guide)  
**\*Complete this form only if you are interning with your  
current or previous employer**

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## **Registration Deadlines**

**You will not be able to register for your internship with Student Services or begin clocking internship hours until you have turned in all of the above documents and received written approval from Career Services.**

**The deadline to register for a spring 2017 internship is  
Friday, March 3, 2017.**

**The deadline to register for a summer 2016 internship is  
Friday, June 23, 2017.**

**The deadline to register for a fall 2017 internship is  
Friday, October 20, 2017.**