

## INTERNSHIP START UP CHECK LIST

**You should start two (2) months before the desired start of your internship. This allows the best chance of success in securing an internship site.**

1. Complete Learning Contract - Part 1 (goal and outcomes only), scan and post on Blackboard.
2. Make appointment to meet with Internship Professor for initial meeting. At this time you will review Learning Contract - Part 1 and your Resume, so bring a hard copy of each to your meeting. You will also have a preliminary discussion about career interests, internship and possible internship sites.
3. If needed, make the recommended corrections to your Learning Contract - Part 1 and Resume, scan and post/repost on Blackboard.
4. Make contact at potential internship sites and set up meeting with prospective supervisor to discuss doing an internship.
  - Bring a copy of your updated Resume and approved Learning Contract - Part 1.
  - Bring a copy of the Guidelines for Internship Supervisors to the meeting.
5. Once the prospective supervisor agrees that he/she is able to help you accomplish the goal and learning outcomes on your Learning Contract Part I you will most likely make another appointment to complete the following:
  - Transfer goals and outcomes to Learning Contract - Part 2 and bring to the meeting.
  - Work with the supervisor to develop the specific activities that you will be doing to accomplish your goal/outcomes and write them to Learning Contract - Part 2.
  - Work with your supervisor to complete the Internship Agreement Form.
  - You and your supervisor will sign both forms and you will scan and post them to Blackboard.
6. Complete the Plan of Action Form with due dates, scan and post on Blackboard.
7. Get available dates from the supervisor and Internship Professor and schedule a site visit or phone conference. The site visit or phone conference includes the 3 of you.
8. E-mail the Internship Professor to let her know you have secured a site visit or phone conference providing the date and time.

**NOTE: You can NOT begin working at your Internship site until Internship Professor has completed the site visit.**

In some cases, the site visit may be done by the Internship Coordinator.

9. Provide copies of your Learning Contract - Part 2 for each person attending the site visit/phone conference for review during the meeting.