INTERNSHIP START UP CHECK LIST

1. Complete Learning Contract Part 1 (goal and outcomes only) and post on Blackboard.
   Date Completed ____________

2. Make appointment to meet with/have Skype or phone conference with Internship Professor for initial
   preliminary discussion about career interests and internship.
   Date Completed ____________

3. Finalize Learning Contract and repost on Blackboard, if needed.
   Date Completed ____________

4. Identify possible internship sites and discuss with Internship Professor (this can be done in conjunction
   with #2).
   Date Completed ____________

5. Make contact at potential internship site and set up meeting with prospective supervisor to discuss doing
   internship.
   - Bring a copy of your resume and approved Learning Contract Part 1
   - Transfer goals and outcomes to Learning Contract Part 2 and bring to the meeting.
   - Bring a copy of the Guidelines for Internship Supervisors to the meeting.
   Date Completed ____________

6. Secure agreement from prospective site supervisor that he/she can help you accomplish the goal and
   learning outcomes on your Learning Contract and confirm that (s)he approves your internship.
   - 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.
   - Confirm your schedule and start/end dates with the supervisor.
   Date Completed ____________

7. After you sign it, have your supervisor sign the Learning Contract Part 2. Scan the completed and signed
   Learning Contract Part 2 and post it to Blackboard.
   Date Completed ____________

8. Complete the Internship Agreement Form. Ask the supervisor and other responsible people to review the
   form and sign it. Scan it and post it to Blackboard.
   Date Completed ____________

9. Get available dates from the supervisor and Internship Coordinator and schedule a site visit or
   phone/Skype conference.
   Date Completed ____________

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10. Complete the Plan of Action with due dates and post it to Blackboard.
   Date Completed ______________

11. E-mail the Internship Coordinator to let her know you have secured a site visit or phone/Skype conference
   providing Internship Coordinator with phone number needed to initiate conference, if being done via
   phone or Skype.
   Date Completed _____________

12. Provide copies of your Learning Contract Part 2 for each person attending the site visit/phone conference.