CO-OP 319 INTERNSHIP CHECKLIST FOR STUDENTS

☐ Secure an Internship & Faculty Supervisor
  ✓ Before registering for COOP 319, you must secure an internship. Please contact Career Services for help.
  ✓ You must also secure a Faculty Supervisor to oversee the academic requirements of your internship.
  ✓ For each academic credit you wish to earn, you must work 30 hours on-site at your internship and complete 5 hours of academic work (arranged with your Faculty Supervisor). For example, to earn 4 credits, you would need to work 120 total hours on-site and complete 20 hours of academic work. These hours must be completed during the term you are registered for CO-OP 319.

☐ Registration Form – Due Before Internship Start Date
  ✓ Complete the Internship Registration Form (available on the Career Services website). Once parts A-D of the form are completed, submit the form to Career Services.
  ✓ Once approved by Career Services, the form will be sent to the Registrar for final approval and processing.
  Note: if you are counting your internship credits towards your full-time student status, you must submit your registration form before the add/drop date of the term of the internship.

☐ Experiential Activity Agreement – Due With Registration Form
  ✓ Read and sign the Experiential Activity Agreement waiver (available on the Career Services website). Turn in your signed form with your Registration Form to Career Services.
  ✓ As with any legal document, please read the waiver carefully before signing it. If you have questions regarding its content, the potential risks of participating in an internship, your responsibilities and conduct as a participant, or other concerns, please contact Career Services before signing the waiver.

☐ Learning Plan – Due Within First Two Weeks of Internship
  ✓ Work closely with your Faculty Supervisor and Site Supervisor to complete the Internship Learning Plan form (available on the Career Services website). Submit completed Learning Plans to Career Services.

  ✓ Your Faculty Supervisor may require you to submit assignments in order to evaluate your work.
  ✓ At mid-term, your Faculty Supervisor or a Career Services staff member may arrange an on-site visit with you and your Site Supervisor to learn about your experience.
  ✓ At mid-term, Career Services will email a brief evaluation survey to your Site Supervisor. A copy of their feedback will be sent to you and your Faculty Supervisor. (Does not apply to May Term or Summer internships)

☐ Reflection Session – Held After Mid-term
  ✓ You are required to attend one group reflection or one individual reflection session. (Does not apply to May Term or Summer internships)
  ✓ Career Services will host several small group reflection sessions after mid-term. If you cannot attend any of the scheduled group sessions, you will be required to arrange an individual session with Career Services. Details of these sessions and their requirements will be emailed to you before mid-term.

☐ Self-Evaluation – Due Within Last Two Weeks of Internship
  ✓ Near the end of the semester, you will be emailed a brief self-evaluation survey to complete on CareerPaths.
  ✓ Complete your survey as soon as possible; your results will be shared with your Faculty Supervisor.

  ✓ Near semester’s end, Career Services will email an evaluation survey to your Site Supervisor.
  ✓ At the end of the semester, your Faculty Supervisor will submit a final grade for your internship based on the evaluation methods outlined in your Learning Plan and your evaluations.