Internship Check List / Authorization to Enroll
Internships B AD 3700 Sec 014

Name: ______________________________

SID#: ______________________________

Major: ______________________________

Name of company: ____________________

Required Documents:

1. _____ Student Application to earn course credit

2. _____ Student Acknowledgement & Release (Attachment A to Application)

3. _____ GPA Verification (to be completed by IC): GPA ___

4. _____ Description of Internship (to be completed by employer)

5. _____ Memorandum of Understanding (signed by Intern Employer)

6. _____ Letter and copy of Employer Practicum and Student Practicum/Attachment mailed to employer

7. _____ Bi-weekly journal example (to be given to student by IC)

8. _____ Letter and evaluation form mailed to employer (End of Semester)

9. _____ IC notification regarding end of semester evaluation by Intern and the Final Report

NOTE: Evaluation Report Guidelines and Student Evaluation form are placed in D2L (End of Semester)

For International Students:

10. _____ Letter from employer offering job

Note: Student needs a letter from Undergraduate Programs for International Student Services

Authorization to Enroll By Internship Coordinator (IC)

Semester: ____________________________

_____Permission to enroll on-line given by IC on ______[date] @_____[time]

_____Add/drop slip prepared for student on _____ by ________ (ILO of on-line enrollment)

Updated October 26, 2012