# Checklist for Your Internship/Externship/Practicum

# Getting started

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|  | 1. Connect with your faculty advisor to discuss what type of experiential education is appropriate for you and available in your program of study. |
|  | 1. Identify the term in which you want to have the experience. |
|  | 1. Arrange for a faculty mentor. |
|  | 1. Work with your faculty mentor to identify learning goals for your experience. |
|  | 1. With the help of your Faculty Mentor, Academic Advisor, and Career Development, identify some potential employer sponsors. |

# Once your potential employer sponsor is identified

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|  | 1. Contact potential employer sponsors to discuss your interest. |
|  | 1. Apply as requested (contact Career Development for help with a resume). |
|  | 1. Once accepted, complete the “Experience” application on Handshake (instructions are on the internship website). |
|  | 1. Complete the “Release of Claim and Indemnity Agreement for Personal Vehicle Travel Accommodations” and the “Release from Liability” forms found on the internship website. |
|  | 1. Clarify expectations with your employer sponsor (dress, hours, days, start date, etc.). |
|  | 1. Begin your experiential opportunity, following all the guidelines set out by your employer. |

# At the end

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|  | 1. Encourage your employer sponsor to complete the supervisor evaluation. |
|  | 1. Write and turn in your reflection paper. |
|  | 1. Send thank you notes to both your employer sponsor and your faculty mentor. |
|  | 1. Update your resume with your recently completed experience. |