# Checklist for Your Internship/Externship/Practicum

# Getting started

|  |
| --- |
|[ ]  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

|  |
| --- |
|[ ]  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

|  |
| --- |
|[ ]  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.
 |