

INTERNSHIP CHECKLIST

Before you begin work

- Internship Registration Form
- Info Sheet Form

During the semester

- Complete 120 hours of work
- Hand in logbook
 - Log 1: 40 hours
 - Log 2: 80 hours
 - Log 3: 120 hours

At the end

- Ten-page reflection paper
- [Your evaluation](#) of internship site
- [Supervisor's evaluation](#) of your work
- Portfolio of work completed at internship (if applicable)