INTERNERSHIP 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)