

Internship Checklist

All the necessary steps to ensure that students are prepared to begin their internships are included below. This checklist will help students remain on track with the requirements they need to successfully complete their internship experiences.

Student name _____ Major _____

Year of expected graduation _____ Internship semester _____

Before the internship (deliver all completed documents to CDC, Exeter 59):

- Complete and pass Pre-Internship Seminar
- Complete Intent to Perform Internship
- Read, initial and sign Internship Statement of Ethics
- Complete and obtain signatures for Internship Agreement (Release Form)
- Complete and obtain all signatures for Internship Learning Contract

During the internship:

- Complete all syllabus assignments and submit according to due dates
- Complete other assignments as required by faculty sponsor (if required)